

BRASS: 2004-2006 Budget Preparation



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Commonwealth of Kentucky
BRASS: 2004-2006 Budget Preparation
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Table of Contents

Topic 1-Introduction.....	1-1
Benefits of BRASS	1-2
Biennial Budget Preparation Process	1-6
BRASS Logon Procedures	1-12
Topic 2-BRASS Chart of Accounts.....	2-1
Program Table	2-6
Fund Table	2-12
Additional Budget Request “ABR” Table	2-16
Grant Table	2-18
Project Table	2-20
Topic 3-BRASS Forms.....	3-1
Baseline Budget Request Forms	3-15
A3 Expenditure Detail	3-18
A2/A3 Sources & Expenditures by Fund	3-22
A5 Personnel Position Number	3-28
A5 Personnel Budget by Fund	3-32
E – Restricted Funds Form	3-34
G – Federal Assistance Form	3-40
Additional Budget Request	3-45
B3 Expenditure Detail	3-48
B3 Sources & Expenditures by Fund	3-50
B5 Personnel Position Number	3-52
B5 Personnel Budget by Fund	3-54
Historical Information Change Forms	3-56
Capital Budget Request Forms	3-63
Capital Request by Fund Source	3-68
Capital Request Expenditures	3-76
Topic 4 -BRASS Information Tables (Info Edit).....	4-1
Program Table	4-9
Embedded Object – OLE	4-19
Grant Table	4-29
Additional Budget Request “ABR” Table	4-37
Project Information Table	4-47

Topic 5-Reports	5-1
Topic 6-Spreadsheet Views.....	6-1
Topic 7-Using Forms and Reports Together	7-1
Topic 8-Wrap-Up and Review	8-1
Topic 9 – Cheat Sheets	9-1

Topic 1-Introduction to BRASS for Budget Preparation

The Budget Reporting and Analysis Support System (**BRASS**) automates the budget preparation process and much of the budget execution process. This course will cover the budget preparation process using **BRASS**. This topic will present an overview of the uses of forms, views, information tables, and reports in **BRASS**. The Program Table and the role of stages will also be discussed.

Topic Objectives

After completing this topic, you will be able to:

- Describe the benefits of **BRASS**,
- Describe how **BRASS** is used in the Biennial Budget Preparation process,
- Describe the uses of forms, views, information tables, and reports, and
- Describe stages

Benefits of BRASS

BRASS is a powerful and flexible analysis tool that provides several beneficial functions that support the budget process. These benefits include:

- Historical Analysis
- Formulation of Budget Requests
- Provide Information for Review to GOPM (Governor's Office for Policy and Management) and the LRC (Legislative Research Commission)
- Provide Information to the Governor and the General Assembly for Budget Decision Making
- Publish Budget Documents
- Data Consolidation
- Record the Trail of Changes

Historical Analysis

BRASS will bring in historical data information from prior fiscal years for budget preparation.

This function will enable the Commonwealth to present and report actual financial data within each agency's budget structure. It will enable the Commonwealth to comply with the Biennial Budget Instructions for the reporting of the two prior fiscal years' data in each agency's biennial budget request.

Formulation of Biennial Budget Requests

BRASS will be the system that all agencies use to enter, change, report, and submit the majority of their biennial budget request.

This function will enable the Commonwealth to meet the statutory requirements for preparing and submitting agency biennial budget requests to the Governor and the Legislative Research Commission (LRC). It will enable the Commonwealth to provide the information required for submission contained in each biennium's Budget Instructions Manual.

Provide Information for Review to GOPM (Governor's Office for Policy and Management) and the LRC (Legislative Research Commission)

BRASS will provide the vehicle for agencies to submit their biennial budget request with the information required by the biennial budget instructions and allows for the entry and submission of supplementary information.

This function will enable the Commonwealth to incorporate a majority of the biennial budget request information into a single database system for review.

Provide Information to the Governor and the General Assembly for Budget Decision Making

BRASS will provide central government budget staffs with tools to support the budget decision-making process.

This function will enable the Commonwealth to support the budget decision-making process through the use of a robust relational database where information can be organized and used many different ways.

Publish Budget Documents

BRASS will provide the budget reports necessary to produce or support the production of the various biennial budget documents.

This function will enable the Commonwealth to meet the statutory requirements for biennial budget documents, and support the display and presentation of the Commonwealth's budget decisions to the public.

Data Consolidation

BRASS will provide automatic consolidations or "roll-ups" of budget information.

This function will enable the Commonwealth to consolidate budget information from the lowest level to the many and varied higher levels. The Commonwealth will be able to more easily produce budget reports and information that consolidate Programs, Funds, Projects, Expenditures, Revenues, and other budgetary information within **BRASS**.

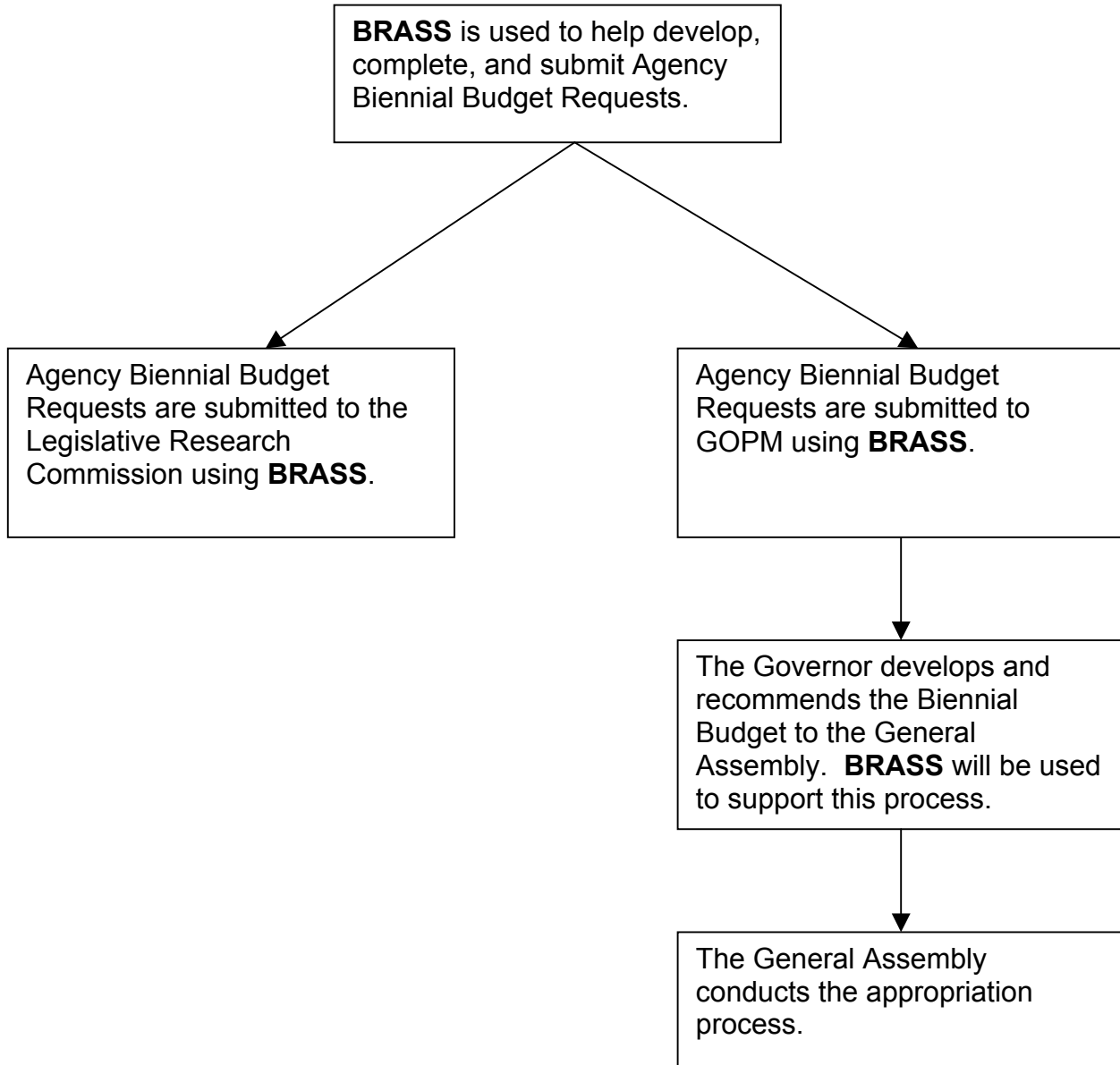
Record the Trail of Changes

BRASS will provide an audit trail of all changes made to a budget request prior to its submission.

This function will enable the Commonwealth to track and record the many changes that occur to a biennial budget request during its development process. This will provide a valuable trouble shooting aid in a process that is large and complicated.

Now, let's look at how **BRASS** is used in the Biennial Budget Preparation process.

Biennial Budget Preparation Process



Biennial Budget Preparation Process

The 2004-2006 biennial budget process will use **BRASS** for the third time. **BRASS** now automates the biennial budget preparation process within a single system. **BRASS** is used by agencies to develop, complete, and submit their Biennial Budget Request to the Governor and the Legislative Research Commission (LRC). To achieve this, you will use Budget Forms and Information Tables to enter information for your Biennial Budget Request. Reports and views will be used to analyze and present the information that was entered into the Budget Forms and Information Tables.

Key Parts of BRASS for Budget Preparation

Forms

BRASS uses online entry templates, called **forms**, to enter information into the system. Forms appear similar to spreadsheets and are accessed from the list of forms. Each form consists of an “Outside” screen, used to define the Program and other fields that each form covers, and an “Inside” screen, where data is actually entered.

For budget preparation, **BRASS** includes forms to enter actual and requested revenues, expenditures, and personnel numbers for baseline budget requests, defined calculations budget requests, growth budget requests, other additional budget requests, and capital budget requests for your agency. Historical change forms have also been created if you need to restate revenues or expenditures for previous years.

Reports

BRASS reports have been designed to comply with the reporting requirements prescribed in the 2004-06 Branch Budget Request Manual for Baseline Budget Requests, Defined Calculations Budget Requests, Growth Budget Requests, any other Additional Budget Requests, Total Operating Budget Requests, and Capital Budget Requests. There are several required forms prescribed in the 2004-06 Branch Budget Request Manual that **will not be produced from BRASS**. These forms must be submitted by each agency in their hard-copy biennial budget request submission. These forms are as follows:

- Baseline Budget Request – Capital Outlay Expenses Form: Report A-3a
- Baseline Budget Request – Budgeted Positions Record: A-6 (the Personnel Run)
- Baseline Budget Request – Discrete Activity/Unit Personnel and Expenditure Data: Record A-7
- Defined Calculations Budget Request – Discrete Activity/Unit Personnel and Expenditure Data: Record DCB-7
- Growth Budget Request – Position Detail Record: GB-5 (page2 only)
- Growth Budget Request – Discrete Activity/Unit Personnel and Expenditure Data: Record GB-7
- Additional Budget Request – Position Detail Record: Report B-1a
- Additional Budget Request – Capital Outlay Expenses Form: Report B-3a
- Additional Budget Request – Position Detail Record: Record B-5
- Additional Budget Request – Discrete Activity/Unit Personnel and Expenditure Data: Record B-7
- Operating Budget Summary – Priority Ranking Summary Record: Report P
- Operating Budget Summary – Major Space Lease Exhibit 1
- Operating Budget Summary – Agency Publications Exhibit
- Operating Budget Summary – Off-Budget Accounts Exhibit: Exhibit 2
- All Appendices

Views

Views display information from **BRASS** in a table format similar to a spreadsheet. However, since data in **BRASS** resides in a relational database rather than a spreadsheet, views can be used to display information at different levels of detail and from more than one form. Views have been created for all users. Information contained in views can also be exported into other Windows® programs such as spreadsheet or database programs for further analysis.

Information Tables

Information tables contain descriptive and other information about programs, additional budget requests, grants, and projects that is not in a form. Most of the information in a budget request, other than revenues, expenditures, and personnel numbers, will be entered in information tables. This includes questions and answers for the Restricted Funds Record, Federal Assistance Program Record, capital projects and request narratives. In budget preparation, you will use the **BRASS** Info Edit function to edit records in information tables and to enter narrative and other information about programs, grants, and projects.

For example, a record in the Project Information Table is created for every capital project budget request. The Grant Information Table contains records about selected federal grant programs and restricted fund accounts. Program Information Tables contain records about agency specific programs.

Users can also attach other documents, charts, or tables created in other Windows® programs to records in the information tables to further explain project, grant or program requests. For example, some of the information for capital projects and Restricted Fund Record will be entered or changed from

Excel spreadsheets that are accessed and embedded in each information table for each record.

Stages

Stages are the means by which forms progress through the budget preparation process. Generally, each step in the budget preparation process corresponds to a stage in **BRASS**.

In budget preparation, the stages in **BRASS** begin with agency entry and submission to GOPM and the LRC, continuing through the GOPM review, the Governor's budget recommendation to the legislature, each step in the legislative process, and ending with the final adopted budget.

Forms travel through **BRASS** stages in one direction only, and the ability to view or edit forms is determined by users' security. The stage that the form is in governs the access to that form. For example, stage1 of a form is the agency entry stage, and stage 3 is a technical review stage available to agencies and GOPM. When the GOPM analyst opens the form and saves it in stage 4, agency users will no longer have access to look at or modify the form.

It is important to contrast access to **BRASS forms** with *access to viewing and reporting the data*. Although access to agency budget request forms may be removed once they progress beyond the agency request stage, you will still be able to view and report on the data from your request.

How the Program field will be used

The Program field will be used every time you want to enter information into a **BRASS** Budget form. For example, you will always select a Program code on the "Outside of the Form" screen. Knowing the Program field's hierarchies, or

levels, will be critical to your ability to use Spreadsheet Views and Reports to extract information from **BRASS** at the level of detail that you desire.

In Topic 2 – **BRASS** Chart of Accounts Overview, we will cover the Program table in depth.

BRASS Logon Procedures

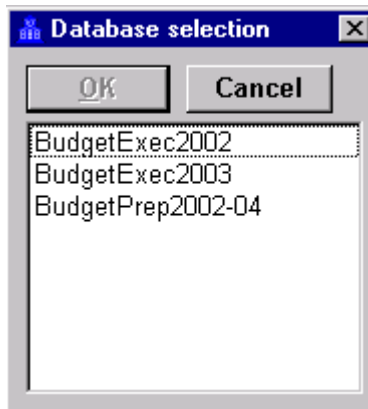
Prior to the beginning of the Budget Preparation process, a new **BRASS** database will be created for Budget Preparation purposes. Users will be required to login to the new database and create a password before access to the **BRASS** functions for their agency is granted.

Access to the **BRASS** functions for the agency will not be immediate. During the beginning of the Budget Preparation process (months of August and September), access will be granted during a nightly cycle for those users who have created their password during the business day. After this time period, access will be granted when a user notifies the BRASS Administrators that they have successfully created a password. The BRASS Administrators will then notify the user once the access has been completed.

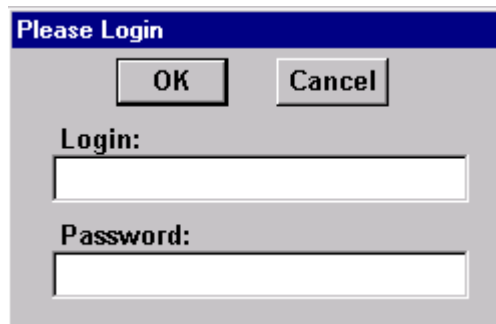
Users who do not create a password in **BRASS** within 30 days of the notification that access has been granted will have their access revoked.

To login to **BRASS**, double-click on the **BRASS** icon on your screen or in the MARS Application folder on your screen. The hourglass may appear and then disappear before **BRASS** loads. If you are sure you have double-clicked once, do not double-click again.

When the Database selection box appears, select the appropriate database and click **OK**. Note: Each database shown is an individual database. Users must login to each database and create a different password in each one.



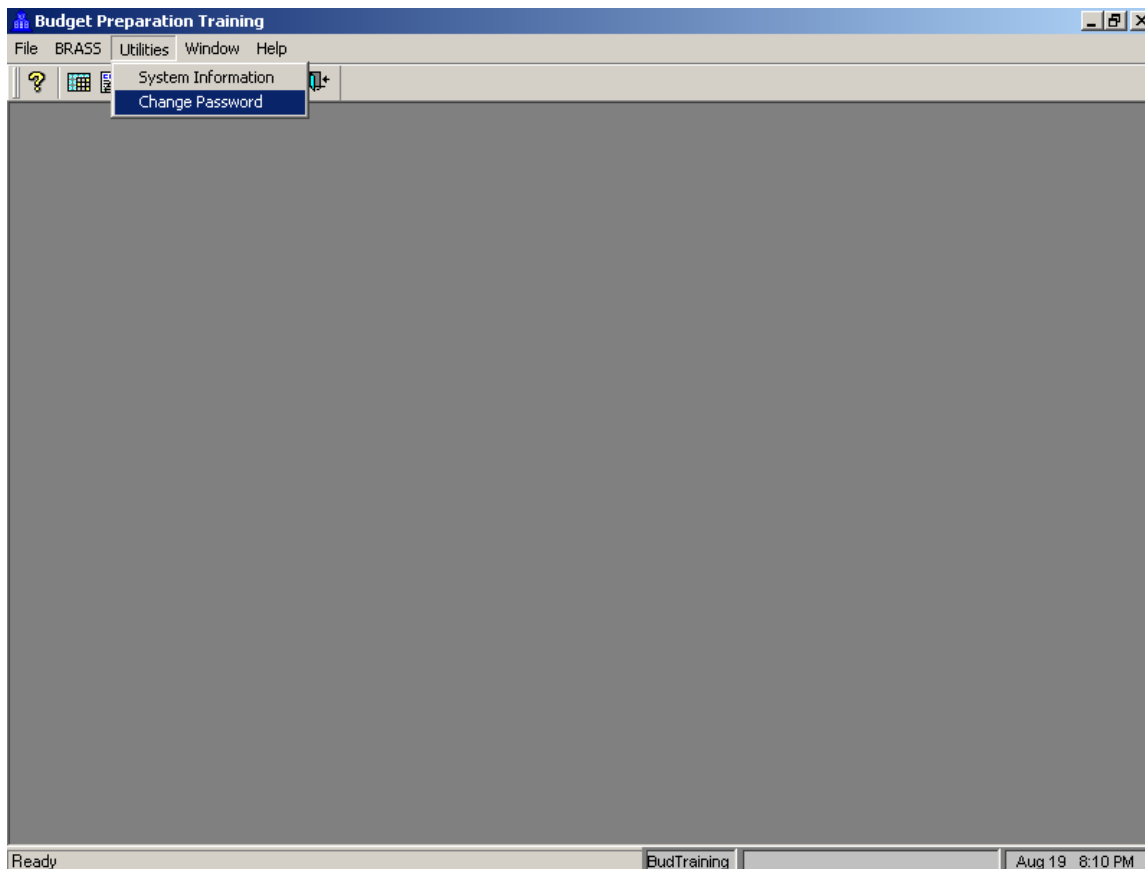
Once the **BRASS** login screen appears, enter the User ID provided to you in the Login field. If this is your first login to this database in **BRASS**, leave the Password field blank and click **OK**. You are required to create a password before access to the **BRASS** functions for your agency is granted.



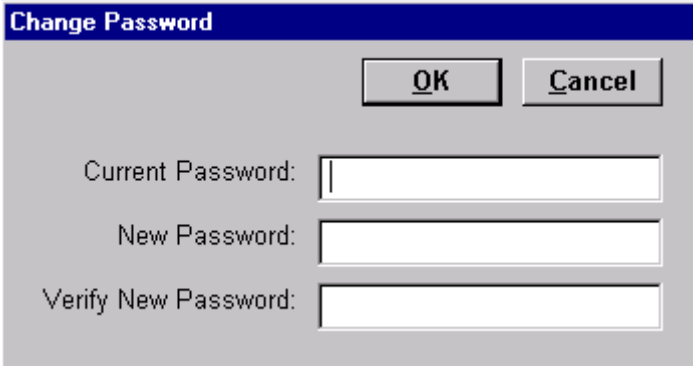
BRASS Password Procedures

Appropriate password security is very important. Your password is used to ensure that you are the person entering data or making changes, and that you are authorized to enter that data or make those changes. Having a password that is unique and not easily guessed is the best way to ensure the secrecy of your password. Refer to the MARS Guideline: Users' Password Security (<http://www.state.ky.us/agencies/adm/mars/MARSGuidelinePasswordSecurities101001.doc>) for guidelines in creating MARS passwords.

To change your **BRASS** password, from the main **BRASS** screen, click on **Utilities** —————> **Change Password**.



Change password: When the Change Password dialog box appears, enter your current password in the **Current Password** field. If you do not have a password leave this field blank. Tab to the **New Password** field and enter a password of your choice. Your password must be between 8 to 32 characters in length and should contain both alpha and numeric characters. Special characters are not permitted. Tab to the **Verify New Password** field and re-enter your new password. Click **OK**.

A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password'. Below the title bar, there are two buttons: 'OK' and 'Cancel'. Below the buttons, there are three text input fields. The first field is labeled 'Current Password:', the second is labeled 'New Password:', and the third is labeled 'Verify New Password:'. Each label is followed by a white rectangular input box with a thin black border.

Once you have created a password, you will use it each time you sign on to **BRASS**. **Remember your password**; system administrators do not have a record of it and cannot provide it to you if you forget.

Topic 2 – BRASS Chart of Accounts Overview

The purpose of this topic is to provide some general information about the use of the MARS Budget system to complete and submit your agency's 2004-06 biennial budget request within the requirements set forth in the 2004-06 Branch Budget Request Manual (the 2004-06 Budget Instructions). This topic will also provide an overview of the **BRASS** Chart of Accounts and how it is used in the preparation and submission of your agency's biennial budget request.

Topic Objectives

After completing this topic, you will be able to:

- Describe how data is consolidated within **BRASS**,
- Understand the hierarchical tables in **BRASS** and their uses in the budget preparation process,
- Describe the smart-coding of the Program, Fund, Projects, Additional Budget Request (ABR) and Grant records, and
- Use the detailed charts and explanations in this topic as a reference document during budget preparation

How the MARS Budget System meets the Budget Request

Manual guidelines

The 2004-06 Budget Instructions address the use of the MARS Budget System for the 2004-06 agency biennial budget requests on page 3.

THE MARS BUDGET SYSTEM - BRASS

The format and manner in which the budget requests will be prepared and submitted for the 2004-06 biennial budget request process will incorporate the use of the MARS (Management, Administrative and Reporting System) Budget system (**BRASS**). The majority of the required budget request information defined in this Branch Budget Request Manual will be entered and submitted using the MARS Budget System. That information, in combination with information prepared electronically outside of the MARS Budget System, shall represent each agency's biennial budget request in electronic form.

The **BRASS** Budget Preparation Training materials do not replace the 2004-06 Budget Instructions. They supplement the Instructions. It is essential that agencies read and understand the 2004-06 Budget Instructions in order to complete and submit their biennial budget request.

BRASS Chart of Accounts

Tables

Since **BRASS** is a database software application, it contains a group of tables that organize the information necessary for an agency biennial budget request. The Commonwealth will use 5 tables in the biennial budget preparation process. When you see a reference to the “Program Table” or the “Grant Table,” that refers to one of these tables in the **BRASS** Chart of Accounts. The tables in **BRASS** are:

- Program Table
- Fund Table
- Additional Budget Request (Known as the ABR Table)
- Grant Table
- Projects Table (Capital Projects)

Levels within BRASS Tables

Each of the five tables has a hierarchical structure with pre-defined levels. The levels provide the ability to consolidate information in a hierarchical manner. Information at Level 7 rolls up to Level 6 and Level 5, etc. The Program, Projects, ABR, and Grant Tables all have the same first five levels as the illustration on the following page reflects: Statewide, Branch of Government, Cabinet/Function, Combined Appropriations, Appropriations Bill. Every item in each of these five levels is a Consolidating “C” (Roll-up) unit.

The table illustrated on the following page is a basic map of the five tables, their levels, and which are Non-Consolidating and Consolidating.

CHART OF ACCOUNTS OVERVIEW

BRASS Tables
(C = Consolidating N = Non-consolidating)

Level Number	Fund Table	Program Table	Projects Table	Grant Table	ABR Table
1	All Funds C	Statewide C	Statewide C	Statewide C	Statewide C
2	Total Operating/Total Capital Funds C	Branch of Gov't C	Branch of Gov't C	Branch of Gov't C	Branch of Gov't C
3	Totals by Budgetary Fund C	Cabinet/Function C	Cabinet/Function C	Cabinet/Function C	Cabinet/Function C
4	Special roll-up level for Admin. Purposes only	Combination of Appropriation Units C	Combination of Appropriation Units C	Combination of Appropriation Units C	Combination of Appropriation Units C
5	Each Fund for Entry into Forms N	Appropriation Unit in the Budget Bill C	Appropriation Unit in the Budget Bill C	Appropriation Unit in the Budget Bill C	Appropriation Unit in the Budget Bill C
6		Budget Request Program C	Each Capital Project N	Grant code for historical data and G form entry level N	Each Additional Budget Request item at the Program level N
6		Capital Budget Program Entry, & G Form Entry N			
7		Code for Program level reporting C*			
7		Code for A and B Budget Form Entry at Program Level N			
7		Code for Sub-Program reporting (where necessary) C**			
8		Code for A and B Budget Form Entry at Subprogram level N			

* The sixth level (consolidated) in the Program table is the level at which most agencies will select for Reports and Spreadsheet views when submitting budget requests at the Program level.

** The seventh level (consolidated) in the Program table is the level at which most agencies will select for Reports and Spreadsheet views when submitting budget requests at the Subprogram level.

Consolidating/Roll-up Program Codes

These codes ALWAYS include a subscript symbol “_” in the code for a Consolidating or Roll-up Program unit. If a code has a subscript in it, the code is a Consolidating unit. Example: You will usually select a Consolidating unit when choosing Reports and Spreadsheet Views for the Operating budget.

Non-consolidating Program Codes for Operating Budget Form entry

The Program codes selected by agencies for the A and B series forms (Baseline Budget Request, Defined Calculations Budget Request, Growth Budget Request, and any other Additional Budget Request forms) will always end with “**MPG**” or “**MSP**.” MPG stands for Mirror of Program. MSP stands for Mirror of Subprogram. Agencies submitting budget requests at the Program level will **always** select the codes that end in **MPG** for A and B series form entry. Agencies submitting budget requests at the Subprogram level will **always** select the codes that end in **MSP** for A and B series form entry.

Non-consolidating Program Codes for Capital Budget Form Entry and Federal Fund Form (G form) Entry.

The Program code selected by agencies for each requested Capital Project and for each Federal Assistance Form (G form) will be the Level 6N code which ends with “**BILL**.”

Non-consolidating Program Codes for Restricted Funds Form Entry (E forms) Entry.

The Program code selected by agencies for each Restricted Funds form (E forms) will be the Cash Control account code from ADVANTAGE.

CHART OF ACCOUNTS OVERVIEW

Program Table

(C = Consolidated; N= Non-consolidated)

Level Number and C or N	Program Table Level Name	Smart Code Design	Examples	Description
3C	Cabinet/Function	MARS Agency Class code + _ + CAB	CB49_CAB	Cabinet for Health Services
4C	Combination of Appropriation Units	MARS Agency Class code + _ + CMAP	CB49_CMAP	Cabinet for Health Services
5C	Appropriation Unit in the Budget Bill	MARS Agency code + _ + BILL**	728_BILL	Public Health
6N	Appropriation Unit Level Entry code for Capital Projects and Federal (G) Forms	MARS Agency code + MARS AP code + BILL	728S0BILL	Public Health
6C	Program Roll-up	MARS Agency code + MARS AP or AL code + _ + PG***	728SD0_PG	Epidemiology and Health Planning
7N	Program Entry for Operating Budget Forms	MARS Agency code + MARS AP or AL code + MPG***	728SD0MPG	Epidemiology and Health Planning
7C	Subprogram Roll-up	MARS Agency code + MARS AL code + _ + SP	728SDF_SP	Communicable Diseases
8N	Subprogram Entry for Operating Budget Forms	MARS Agency code + MARS AL (or PBU) code + MSP	728SDFMSP	Communicable Diseases

** Where multiple appropriation units in the budget bill exist under a single Agency code, such as the Transportation Cabinet, Economic Development Cabinet, Personnel Cabinet, the coding design is MARS Agency code + A (or B or C, depending on the number of appropriation units) + _ + BILL. Example: C36A_BILL Secretary.

*** The choice of the characters immediately after the MARS Agency code was either the allotment code where one allotment equals one budget request program or was the appropriation code where multiple allotments equal one budget request program.

Program Table Levels

1. **Level 1C – Commonwealth of Kentucky**
2. **Level 2C – Branch of Government**
3. **Level 3C – Cabinet**
Used for Cabinet/Function level Reports and Spreadsheet views.
4. **Level 4C – Combined Appropriations**
Used for central reporting and as a reporting level for specified Cabinets and agencies.
5. **Level 5C – Appropriations Bills**
Used for Appropriation unit level Reports and Spreadsheet views.
6. **Level 6N – Appropriation Unit Entry**
Used for the Capital forms entry and the Federal Assistance form entry.
Agencies will select the Program code which ends with "BILL."
7. **Level 6C – Program Roll-Up**
Used for Reports and Spreadsheet views at the Program level. Required for all agencies.
8. **Level 7N – Program Entry**
Used for Operating Budget form entry (A & B series forms) for agencies submitting budget requests at the Program level.
9. **Level 7C – Sub-Program Roll-Up**
Used for Reports and Spreadsheet views at the Subprogram level.
Required for all agencies submitting budget requests at the Subprogram level.
10. **Level 8N – Sub-Program Entry**
Used for Operating Budget form entry (A & B series forms) for agencies submitting budget requests at Subprogram level.

CHART OF ACCOUNTS OVERVIEW

This page intentionally left blank.

Now, let's walk through each of the five BRASS tables that will be used in preparing and submitting an agency's biennial budget request.

Program Table

The most important table in **BRASS** is the Program table. It is involved in every budget form, every spreadsheet view, and every report. The Program table represents the place in **BRASS** where each agency's programs and subprograms are located. It is also the table where programs and subprograms roll-up or consolidate to the appropriation unit level, to a combination of appropriation unit level, and to the Cabinet/Function level. The Program codes and their hierarchy have been pre-defined for every agency, based on information provided by each agency.

Program Code-Code Value Design

Each program in **BRASS** must have a code and a description. The design of the coding structure was done to make them relevant to each agency's account codes in ADVANTAGE, relevant to each agency's budget request structure, and so that Non-Consolidating Program codes can be easily distinguished from Consolidating Program codes when using forms and selecting Reports and Spreadsheet Views.

Expenditures by Unit

Cabinet A1/A2 Report

Expenditures by Unit

Appropriation Unit A

Appropriation Unit B

Appropriation Unit C

Appropriation Unit A1/A2 Report

Expenditures by Unit

Program A

Program B

Program C

Program Level A1/A2 Report

Expenditures by Unit

Subprogram A

Subprogram B

Subprogram C

Expenditures by Unit: The Expenditures by Unit that are a part of the A1/A2, DCB1/B2, GB1/B2, B1/B2 and C1/C2 Budget Request reports for Consolidating or Roll-up levels will only be displayed when there are Programs or Subprograms included in the Operating Budget Request budget forms. In an A1/A2 report for the Cabinet level, all Appropriation units will be listed as Expenditures by Unit. In an A1/A2 Report for the Appropriation unit level, all of its programs will be listed as the Expenditure by Unit. In an A1/A2 report for the Program level, there will only be Expenditures by Unit for agencies that are submitting budget requests at the Subprogram level in **BRASS**. For agencies that are submitting at the Program level, only the Program itself will be listed.

Fund Table

Fund Level (C or N)	Name	Description
1C	All Funds	Total of all Funds-Operating & Capital Budget
2C	Budgetary Fund	General, Federal, Road, Restricted, Bonds, and Capital Fund Totals
3C	Budgetary Fund Type	Operating or Capital Fund
4C	For Admin. Use Only	Not applicable
5N	Funds for Budget Form Entry Use	Funds for Entry in Budget Forms. Each On-Budget ADVANTAGE Fund for Operating Budget funds. Capital Budget Funds

Fund Table

The Fund table in **BRASS** will be used to provide the fund codes to be selected when entering information into budget forms and for reporting information by fund. One important note is the use of the ADVANTAGE Financial System's fund codes for the General, Restricted, Federal, Road and Tobacco Funds when entering information into budget forms. The reports that are a required part of each budget request will always **combine** these Non-Consolidating funds into a General Fund, Restricted Funds total and Federal Funds total. For example, an A2/A3: Sources & Expends by Fund budget **form** may include both the 1300 Agency Revenue Fund and the 2400 Insurance Administration Fund. The A1/A2 Financial Record **report** will reflect the combination of these two funds as Restricted Funds.

Fund Table Usage

The Fund field will be used on certain budget forms in **BRASS**. The following **BRASS** budget forms include the Fund table:

- A2/A3: Sources & Expends by Fund
- History A2/A3: Sources & Expends by Fund
- B2/B3: Sources & Expends by Fund
- E-Restricted Funds Form
- E-Restricted Receipts Form
- Capital Request by Fund Source

In the Fund table design for the biennial budget process, a distinction is drawn between Operating and Capital budget funds. The Operating fund codes and descriptions and the Capital fund codes and descriptions are separate for several reasons.

CHART OF ACCOUNTS OVERVIEW

The following list represents the Fund drop-down list of Level 5 Non-Consolidating Funds for budget forms:

Operating Budget Funds to Select in Budget Forms

Fund Code	Description
0100	General Fund
6350	Tobacco Settlement – Phase I
1200	Federal Fund
6200	Unemployment Insurance Fund
1100	Road Fund
1300	Agency Revenue Fund
2100	Parks Fund
2200	State Fair Board Fund
2400	Insurance Administration Fund
2900	Kentucky Horse Park Fund
3100	Fleet Management Fund
3200	Computer Services Fund
3500	Correctional Industries Fund
3600	Central Printing Fund
3700	Property Management Fund
3800	Risk Management Fund
HWYBND	Highway Bond Fund

Capital Budget Funds to Select in Budget Forms

Fund Code	Description
BFGF	General Fund-Capital
BFTB	Tobacco Settlement - Capital
BFFF	Federal Funds-Capital
BFRF	Restricted Funds-Capital
BFRD	Road Fund-Capital
BFBF	Bond Fund-Capital
AGBD	Agency Bonds-Capital
BFOF	Other Funds-Capital

Each of the fund codes listed represent Non-Consolidating fund codes that you may choose when working in certain budget forms. It is possible to select an Operating budget fund code for a Capital project and vice-versa. Due to the necessary design of the Fund table, this was unavoidable. That is why the Capital Budget funds are coded as alpha characters and their descriptions specifically state “-Capital” at the end of each. It is critical that Capital fund codes are only used for Capital Project budget requests.

The Fund codes that you will use when using budget forms will be numeric codes for the Operating budget (with one exception for the Transportation Cabinet) and alpha codes for the Capital budget. See the Chart on the opposite page. The descriptions associated with each code will also guide you on the proper selection of fund codes when using budget forms and spreadsheet views.

The Fund codes for the Operating Budget that you will select when using budget forms are the exact same four character codes that exist in the ADVANTAGE Financial System. This is necessary so that the historical data can be correctly pulled into **BRASS**. One other fund code for the Operating budget was added that is unique to the budget preparation process, such as Highway Bonds.

The Fund codes for the Capital Budget will be a special group of ADVANTAGE revenue source codes that are used for capturing the Budgeted Funding information for each Capital project. This will facilitate loading enacted Capital projects into ADVANTAGE each biennium. These revenue source codes will also be consolidated to their “parent” Consolidating levels (Budgetary Fund and Budgetary Fund Type-see table).

**ABR (Additional Budget Request) Table
Code Designs**

Level Number and C or N	ABR Table Level Name	Code Design	Examples	Description
3C	Cabinet	MARS Agency Class code + _ + CAB	CB43_CAB	Tourism Development Cabinet
4C	Combination of Appropriation Units	MARS Agency Class code + _ + CMAP	CB43_CMAP	Tourism Development Cabinet
5C	Appropriation Unit in the Budget Bill	MARS Agency code + _ + BILL	670_BILL	Parks
6N	ABR	MARS Agency code +X+2-digit numeric code	670X01	Each Additional Budget Request Item
6N	ABR code for Defined Calculations	MARS Agency code +DC+2-digit numeric code	670DC01, 670DC02, 670DC03, etc.	Each Defined Calculations Request Item

Additional Budget Request (ABR) Tables

The ABR table is used for all Operating Budgets-Additional Budget Request items, including Defined Calculation, Growth, and Additional Budget (New, Expansion, Fund Replacement) requests. This table has the exact same top five levels as the Program table (from Statewide-level 1 to Appropriation Unit-level 5).

For each Appropriation unit, there are pre-defined ABR codes that will be used for each Additional Budget Request item. Each time a set of ABR (B Series) forms are created for a specific Additional Budget Request item, one of the pre-defined ABR codes will be selected when creating those forms.

New for the 2004-06 biennium is the Defined Calculations and Growth Budget Requests. Almost every program or subprogram will have a Defined Calculations request. ABR codes will be provided; one for each Program and Subprogram.

ABR Smart Code Design

The ABR codes are illustrated in the table on the opposite page.

CHART OF ACCOUNTS OVERVIEW

Grant Table Code Designs

Level Number and C or N	Grant Table Level Name	Code Design	Examples	Description
3C	Cabinet	MARS Agency Class code + _ + CAB	CB33_CAB	Education, Arts & Humanities Cabinet
4C	Combination of Appropriation Units	MARS Agency Class code + _ + CMAP	CB33_CMAP	N/A for most agencies.
5C	Appropriation Unit in the Budget Bill (select on outside of form)	MARS Agency code + _ + BILL	545_BILL	Ky Educational Television
6N	Grant code for G form Entry (inside the form)	MARS Agency code + G + 2 digit numeric code	545G01	Grant code for each G form

Grant Table

The Grant table in **BRASS** will be used to enter information and produce reports for the two Federal funds reports required in the Budget Instructions:

- The Federal Funds Summary Record: Report F, and
- The Federal Assistance Program Record: Report G

The Grant table will provide a number of grant codes for selection when completing the “G” form. Each agency will input a title for each of the Grant codes to be used.

The Grant table will be set up as displayed in the chart on the opposite page.

Useful Note:

The Federal Funds Record: Report F will be reported in total at the Appropriation unit level.

**Projects Table
(for Capital Projects Only)**

Level Number and C or N	Projects Table Level Name	Code Design	Examples	Description
3C	Cabinet	MARS Agency Class code + _ + CAB	CB39_CAB	Finance & Administration Cabinet
4C	Combination of Appropriation Units	MARS Agency Code + _ + CMAP	CB39_CMAP	Finance & Administration Cabinet
5C	Appropriation Unit in the Budget Bill (select on outside of form)	MARS Agency code + _ + BILL	785_BILL	Facilities Management
6N	Project	MARS Agency code + 4 digit unique numeric code	7850001	Each Capital Project Title

Projects Table

The Projects table is used for Capital Budget Requests. For each Appropriation unit, there are pre-defined Project codes that will be used for each Capital Budget Request item. The Project codes and titles have been brought into **BRASS** from the agency's Six-Year Capital Plan.

As with the ABR and Grant tables, the Projects table has the same hierarchical levels down through Level 5C – the Appropriation Unit roll-up. Each Project code will be a level 6N in the Projects table.

Topic 3 – Budget Forms

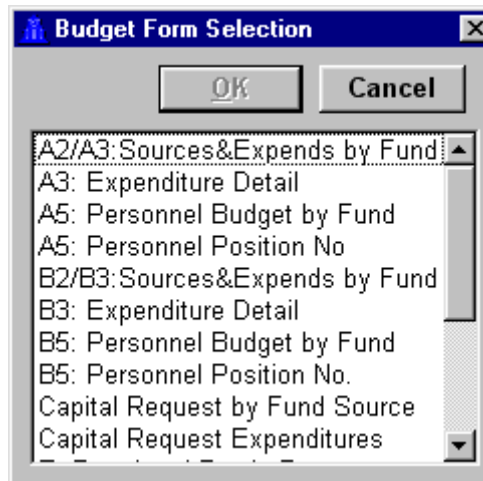
The purpose of this topic is to provide the basics of using **BRASS** budget forms, including how to access forms, add and delete lines in the forms, enter data, and navigate in the forms. We will cover most of the forms that will be used to prepare your budget request.

Topic Objectives

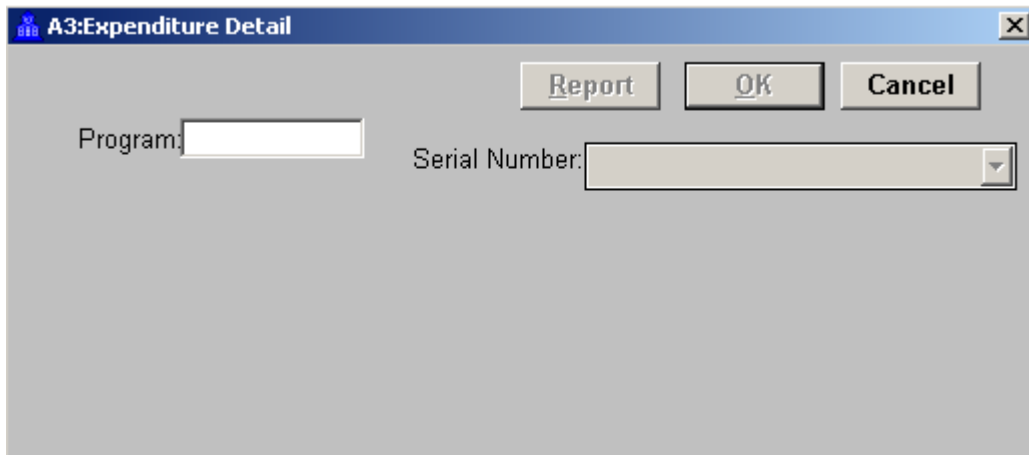
After completing this topic, you will be able to:

- Describe the use of **BRASS** forms for budget preparation,
- Access **BRASS** budget forms, enter data, insert, delete, and add lines in forms,
- Understand which **BRASS** budget preparation forms must be prepared for Baseline Budget Request, Defined Calculations Budget Request, Growth Budget Request, Additional Budget Request, Capital Project Budget Requests and other specialty forms, and
- Describe how budget forms are processed through stages in **BRASS**.

Budget Form Selection Window



Outside of the Form



Accessing BRASS Budget Forms

- Step 1** All **BRASS** budget forms are accessed through the **BRASS→Budget Forms** menu from the main screen that appears after you have signed onto **BRASS**. Once selected, the Budget Form Selection Window will appear.
- Step 2** Select the desired form from the choices shown on the menu by clicking on it and then clicking <OK>. The Data Attribute Selection screen, called **Outside of the Form** screen, will appear. This is the first of two **BRASS** Budget Form screens.

The Outside of the Form shown on the opposite page is an example of the **A3 Baseline Budget Request Expenditure Detail Record** form. For all **Baseline Budget Request** forms, the Outside of the Form screen looks similar. For this example, the following fields must be completed to access the form's data entry screen:

- Step 3** Enter the Program for which you wish to enter a budget request. For Baseline Budget Request (A Series) forms, you will always select the level 7N Program code or the level 8N, Subprogram code.

Be sure you're entering the program code at the correct program level. Refer to the "cheat sheet" for your agency that was provided to you in training.

- Step 4** Select the *SERIAL NUMBER* field. If this is the first time you are entering data for this form, you will click on the drop-down arrow at the right side of the field and select <NEW>.

If you have previously entered data in this instance of the form and are now returning to work on it some more, click on the down arrow and click on the proper serial number of the form rather than <NEW>.

Outside of Form

The screenshot shows a software window titled "A3:Expenditure Detail" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains several input fields and buttons. At the top right are three buttons: "Report", "OK", and "Cancel". The "Program" field contains the text "765BAAMPG". The "Serial Number" field is a dropdown menu currently showing "8 - Policy & Budget Analysis". The "Description" field contains the text "Policy & Budget Analysis". The "Stage" field is a dropdown menu showing "1", followed by the text "(1)". Below these are four pairs of dropdown menus arranged in two rows: "Priority" and "Type" in the first row, and "Code 1", "Code 2", "Code 3", and "Code 4" in the second row. All dropdown menus are currently empty.

A3:Expenditure Detail		
<div>Report OK Cancel</div>		
Program:	765BAAMPG	
Serial Number:	8 - Policy & Budget Analysis	
Description:	Policy & Budget Analysis	
Stage:	1 (1)	
Priority:		Type:
Code 1:		Code 2:
Code 3:		Code 4:

After you have selected <NEW> or an existing form serial number, several additional fields will appear on the screen.

Step 5 *DESCRIPTION*-Enter a description of up to 30 characters to identify this instance of this form. Make a note of it for future reference.

Step 6 *STAGE*- For budget preparation forms, you will always select <STAGE 1>. When you are ready to submit the forms, you would access each form in Stage 3 and save them.

Step 7 Click <OK>. The *PRIORITY*, *TYPE* and *CODE* fields are not used. The data entry screen (Inside of the Form) will appear.

BUDGET FORMS

Inside of the Form – Data Entry Screen

Budget Preparation Training - [A3:Expenditure Detail: 8 - Policy & Budget Analysis]

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	E111	2,140,800	2,180,800	2,180,800
2	765BAAMPG	E121	143,700	146,500	146,500
3	765BAAMPG	E122	127,000	130,500	130,500
4	765BAAMPG	E123	151,700	151,700	151,700
5	765BAAMPG	E124	1,000	1,000	1,000
6	765BAAMPG	E131	12,500	12,500	12,500
7	765BAAMPG	E133	18,000	12,000	10,000
8	765BAAMPG	E141	20,000	28,000	28,000
9	765BAAMPG	E212	33,000	36,000	36,000
10	765BAAMPG	E222	84,000	84,000	84,000
11	765BAAMPG	E224	18,000	21,000	21,000
12	765BAAMPG	E220M	4,800	8,500	8,500
13	765BAAMPG	E230M	42,000	27,500	27,500
14	765BAAMPG	E240M	19,000	24,000	19,000
15	765BAAMPG	E250M	125,000	131,000	131,000
16	765BAAMPG	E260M	12,000	12,000	12,000
17	765BAAMPG	E270M	36,000	34,000	34,000
18	765BAAMPG	E320M	23,000	26,000	23,000
19	765BAAMPG	E340M	38,000	40,000	45,000
20	765BAAMPG	E360M	17,000	20,000	20,000
21	765BAAMPG	E370M	49,000	51,000	51,000
22	765BAAMPG	E381	200,000	205,000	210,000
23	765BAAMPG	E410M	50,000	50,000	50,000
24	765BAAMPG	E601	13,500	15,000	15,000
25	765BAAMPG	E622	85,000	15,000	15,000
			3,464,000	3,463,000	3,463,000

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Inside the BRASS Budget Form

The title line at the top of the form shows the following information:

Name of the form:	A3: Expend Detail Record
Serial Number:	8*
Description:	Policy & Budget Analysis (the description that was entered on the outside of this test form)

***System assigned; don't forget to make a note of the Serial Number and Description of this form for future reference!**

The buttons below the title line perform the following actions:

Insert - When you enter the form, the hand pointer is on Line 1. You can insert as many additional lines as you need to enter your budget requests by clicking on <INSERT>.

Delete - If you find you need to delete a line that you've added, make sure that all amounts on the line to be deleted are zero. Use your mouse to move the hand pointer to the line you want to delete, and then click the mouse pointer on <DELETE>.

Audit Trail

Commonwealth Of Kentucky						
A3:Expenditure Detail: 8 - Policy Budget Analysis						
Audit Trail Listing						
8/20/2003	Page 1 of 5					
From: d:\brass\app						
Program	Object	Stage	Col	Amount	Reason	User TimeStamp
765BAAMPG	E111	1	CYBDA	2,125,000.00		OPM 8/20/2003 09:18:13
765BAAMPG	E111	1	Y1BDA	2,165,000.00		OPM 8/20/2003 09:18:13
765BAAMPG	E111	1	Y2BDA	2,165,000.00		OPM 8/20/2003 09:18:14
765BAAMPG	E111	1	CYBDA	15,800.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:17
765BAAMPG	E111	1	Y1BDA	15,800.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:18
765BAAMPG	E111	1	Y2BDA	15,800.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:18
				6,502,400.00		
765BAAMPG	E121	1	CYBDA	142,500.00		OPM 8/20/2003 09:18:15
765BAAMPG	E121	1	Y1BDA	145,300.00		OPM 8/20/2003 09:18:16
765BAAMPG	E121	1	Y2BDA	145,300.00		OPM 8/20/2003 09:18:17
765BAAMPG	E121	1	CYBDA	1,200.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:19
765BAAMPG	E121	1	Y1BDA	1,200.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:20
765BAAMPG	E121	1	Y2BDA	1,200.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:21
				436,700.00		
765BAAMPG	E122	1	CYBDA	126,000.00		OPM 8/20/2003 09:18:18
765BAAMPG	E122	1	Y1BDA	129,500.00		OPM 8/20/2003 09:18:19
765BAAMPG	E122	1	Y2BDA	129,500.00		OPM 8/20/2003 09:18:21
765BAAMPG	E122	1	Y1BDA	1,000.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:22
765BAAMPG	E122	1	CYBDA	1,000.00	updated for Salary Compensation Allocation	OPM 8/20/2003 09:24:22

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Aug 20 6:22 PM

Move - This button is used to rearrange the order of the lines in the form. Click on the line that you wish to move and then click your mouse pointer on <MOVE>. The mouse pointer will change shape to a circle with a diagonal line in it. Move the cursor to the location you want to move the line to and click the mouse button. The line will move to the new location.

*(Note: It is possible in **BRASS** to move a line below the total line. However, the total will not change, so your form may begin to look very odd.)*

Audit - This button is used to access the audit trail for **BRASS** forms. The audit trail lists each transaction (line in the budget form) by stage with a User ID and date/time stamp of when the entry was made. The audit trail is only created when the form is saved and posted to the database. You may recall that some of the forms used in budget execution did not post to the database until the final stage, and thus had no audit trails. However, budget preparation forms in **BRASS** post to the database in every stage, so the audit trail will be active and of more value to you.

BUDGET FORMS

Reason for Change

Budget Preparation Training - [A3:Expenditure Detail: 8 - Policy & Budget Analysis]

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	E111	2,140,800	2,180,800	2,180,800
2	765BAAMPG	E121	143,700	146,500	146,500
3	765BAAMPG	E122	127,000	130,500	130,500
4	765BAAMPG	E123	151,700	151,700	151,700
5	765BAAMPG	E124	1,000	1,000	1,000
6	765BAAMPG	E131			
7	765BAAMPG	E133			
8	765BAAMPG	E141			
9	765BAAMPG	E212			
10	765BAAMPG	E222			
11	765BAAMPG	E224			
12	765BAAMPG	E220			
13	765BAAMPG	E230M	42,000	27,500	27,500
14	765BAAMPG	E240M	19,000	24,000	19,000
15	765BAAMPG	E250M	125,000	131,000	131,000
16	765BAAMPG	E260M	12,000	12,000	12,000
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21	765BAAMPG	E370M	49,000	51,000	51,000
22	765BAAMPG	E381	200,000	205,000	210,000
23	765BAAMPG	E410M	50,000	50,000	50,000
24	765BAAMPG	E601	13,500	15,000	15,000
25	765BAAMPG	E622	85,000	15,000	15,000
			3,464,000	3,463,000	3,463,000

Reason for Change:

☐ Mail Alert

OK

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You will also see the audit trail at work when the “Reason for Change” box appears. Each time you <SAVE> or <APPLY> after the first time, **BRASS** prompts you for a Reason for Change in the event you have revised a number. When the box appears, enter a reason for change and click <OK>.

Net Cost Field-This drop-down menu has 3 choices: Net Cost, Sum Rev., or Sum Exp. The choice affects the bottom total line that appears on the form but not the entries themselves. Its purpose is to allow the entry of both revenue and expense lines in the same form if desired and obtain totals for both. You may leave this field alone unless you are instructed otherwise.

The buttons on the right side of the data entry screen below the title bar perform the following functions:

Apply	Saves your work, but does not exit the form.
Save	Saves your work and exits the form.
Cancel	Exits the form without saving your work.

Pressing the <ENTER> key is the same as selecting the <APPLY> button. It will save your work, but does not exit the form.

A3: Expenditure Detail Record

Inside of the Form – Data Entry Screen

Budget Preparation Training - [A3:Expenditure Detail: 8 - Policy & Budget Analysis]

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	E111	2,140,800	2,180,800	2,180,800
2	765BAAMPG	E121	143,700	146,500	146,500
3	765BAAMPG	E122	127,000	130,500	130,500
4	765BAAMPG	E123	151,700	151,700	151,700
5	765BAAMPG	E124	1,000	1,000	1,000
6	765BAAMPG	E131	12,500	12,500	12,500
7	765BAAMPG	E133	18,000	12,000	10,000
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11	765BAAMPG	E224	18,000	21,000	21,000
12	765BAAMPG	E220M	4,800	8,500	8,500
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21	765BAAMPG	E370M	49,000	51,000	51,000
22	765BAAMPG	E381	200,000	205,000	210,000
23	765BAAMPG	E410M	50,000	50,000	50,000
24	765BAAMPG	E601	13,500	15,000	15,000
25	765BAAMPG	E622	85,000	15,000	15,000
			3,464,000	3,463,000	3,463,000

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Entering Data

When you enter the form, the hand pointer is on the first line. Insert as many additional lines in the form as you need. In this example, Program was selected on the Outside of the Form. As you insert additional lines in the form, the Program you selected on the Outside of the Form will appear on every line you add. You may need to enter values in the other fields. In this example, an object must be entered in the *OBJECT* field for every budget line you wish to enter. You can type it directly in the field or choose from the choices in the drop-down menu.

Use your mouse or tab to the fields to enter numbers.

Blank Lines - A **BRASS** budget form cannot be saved with a blank line in it. Move the hand pointer to the line you want to delete and click on the <DELETE> button to eliminate it. Make sure the hand pointer is on the line you wish to delete—there is no <UNDO> button in **BRASS**.

Empty cells; zeroes - You do not need to enter anything in cells that you wish to leave empty. However, once you have entered a number in a cell, the **BRASS** system expects to find a number there. Thus, if you have entered a number in a cell and later find that you want to remove it, you must enter a zero in that cell.

Navigation/Data Entry Reminders:

1. You can maximize the form window by clicking the maximize button in the upper right of your screen—just to the left of the **X**.
2. You can also change the width of most fields in the form. Move your cursor in the dark title line just to the right of the title of the field you want to change. When the arrow changes shape, hold the left mouse button down and drag the line that appears right or left to obtain the desired field width.
3. Tab or use the mouse to move from cell to cell in forms.

Purging a Form- Thou shalt not ever purge a form.

Baseline Budget Request Forms

This section provides information about the Baseline Budget Request process and how to prepare **Baseline Budget Request** forms and reports using **BRASS**. An agency's Baseline Budget Request will be completed using both forms and reports. You will have to create the forms and populate them with data before all reports can be generated. Budget forms are the tools we will use to populate the database and to produce the reports. **The "Reports" will be the hard copies submitted as your formal budget request.**

Baseline Budget Request forms include the following:

- A2/A3 Sources & Expenditures by Fund
- A3 Expenditure Detail
- A5 Personnel Budget by Fund
- A5 Personnel Position Numbers
- E-Restricted Funds
- E-Restricted Receipts
- G-Federal Assistance Program

Baseline Budget Requests

BRASS budget forms are the tools used to enter most of the information for your budget requests. The data entered into these forms will post to the database and be used to generate the reports that will be submitted as your budget request. The reports will consist of information entered online in **BRASS Budget** forms, information entered in **BRASS Information** tables (which will be discussed later), and information brought in for the historical data.

Outside of the Form – Baseline Budget Request forms

A3:Expenditure Detail

Report OK Cancel

Program:

Serial Number:

A3:Expenditure Detail

Report OK Cancel

Program: 765BAAMPG

Serial Number: 8 - Policy & Budget Analysis

Description: Policy & Budget Analysis

Stage: 1 (1)

Priority:

Type:

Code 1:

Code 2:

Code 3:

Code 4:

Accessing Baseline Budget Request Forms

Each **Baseline Budget Request** form consists of two on-screen entry templates: an **Outside** of the form, used to identify the Program this budget form is for; and an **Inside** of the form, where your budget request numbers will actually be entered.

Outside of the Form

The Outside of each of the **Baseline Budget Request** (A Series forms) looks exactly the same, except for the title on the top line. The screen shot on the opposite page shows a sample Outside of the form for the **A3 Expenditure Detail** form.

Let's walk through how you will complete the **Outside** screen for **Baseline Budget Request** forms:

- Step 1** Select the *PROGRAM* for this form
- Step 2** Select the *SERIAL NUMBER* field. If this is the first time you are entering data for this form, you will click on the drop-down arrow at the right side of the field and select <NEW>. If you have worked on this form before, you may select the correct *SERIAL NUMBER* from the drop-down menu. After you complete the *SERIAL NUMBER* field, additional fields appear.
- Step 3** Enter a description (up to 30 characters) for this form.
- Step 4** Select <STAGE 1>.and click <OK>. The agency's entry of every budget form will be at Stage 1 and advanced to Stage 3 (for submission). All budget forms must be advanced to Stage 3 before submission. This will be covered later.

The *PRIORITY*, *TYPE*, and *CODE* fields are not used.

The outside screen of each **Baseline Budget Request** form will be completed as described above.

BUDGET FORMS

A3: Expenditure Detail Record

Budget Preparation Training - [A3:Expenditure Detail: 8 - Policy & Budget Analysis]

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	E111	2,140,800	2,180,800	2,180,800
2	765BAAMPG	E121	143,700	146,500	146,500
3	765BAAMPG	E122	127,000	130,500	130,500
4	765BAAMPG	E123	151,700	151,700	151,700
5	765BAAMPG	E124	1,000	1,000	1,000
6	765BAAMPG	E131	12,500	12,500	12,500
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10	765BAAMPG	E222	84,000	84,000	84,000
11	765BAAMPG	E224	18,000	21,000	21,000
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19	765BAAMPG	E340M	38,000	40,000	45,000
20	765BAAMPG	E360M	17,000	20,000	20,000
21	765BAAMPG	E370M	49,000	51,000	51,000
22	765BAAMPG	E381	200,000	205,000	210,000
23	765BAAMPG	E410M	50,000	50,000	50,000
24	765BAAMPG	E601	13,500	15,000	15,000
25	765BAAMPG	E622	85,000	15,000	15,000
			3,464,000	3,463,000	3,463,000

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Inside of the Form

We will now walk through the **Inside** of the form for a **Baseline Budget Request**.

The top of the form shows the *FORM* name, *SERIAL NUMBER*, and *DESCRIPTION*. You are urged to keep a record of each Serial Number for each of these forms as you will be opening these forms over and over until you get them right.

Completing the Form

On the **Inside** of the **A3: Expenditure Detail** form, there are columns for *PROGRAM*, *OBJECT*, *FY 2003-04*, *FY 2004-05*, and *FY 2005-06*. It is recommended that you insert the lines you need before entering data.

Inserting Lines

The specific expenditure object lines each agency will be required to use are reflected in the Branch Budget Request Manual or will be determined through discussions with GOPM and LRC. You will have to insert the lines specified.

Step 1 Click on the <INSERT LINE> button several times.

Step 2 Click in the *OBJECT* column for each line and choose the required object codes and those requested by your GOPM Analyst.

For the remaining expenditures in your request that are not required or specified by your GOPM Analyst, you may choose any detailed object codes or summary expenditure codes, such as: EOSWM (other salaries and wages-use these for part-time Board Member pay), EOPSCM (other professional services contracts), EOPRSM (other personnel costs), or object group lines such as E210M, E250M, E340M, E620M, or **non-breakdown** object codes for all the major object groups: NBK01, NBK03, NBK04, and NBK06, from the drop-down list.

For **Debt Service** lines, you will choose EDSGEN (General Fund), EDSRES (Restricted Fund), EDSFED (Federal Fund), EDSROAD (Road Fund), and EDSTOB (Tobacco Fund). **Operating Transfer** lines are also available for each of the major object classes: T113, T102, etc.

This form will include all expenditure codes, including personnel costs.

Entering Data

Once you have inserted the lines that you need, you may begin entering figures for the **Baseline Budget Request** in the **A3 Expenditure Detail form** for FY 2003-04 and also for the requested years of FY 2004-05 and FY 2005-06 as required by the 2004-06 Budget instructions.

Note: All dollar values for the requested fiscal years must be entered rounded to the nearest \$100. **BRASS** does not prevent you from entering non-rounded values, but the instructions in the 2004-06 Budget Instructions require rounding.

Use the <TAB> key to move from column to column in the form. The <ARROW> keys will go up and down in the same column but not back and forth from one column to another.

Since you probably will be changing these figures several times before submission, remember that **BRASS** includes an **audit trail** feature that will enable you to track any changes, why the changes were made, who made them, and when. To use the **audit trail** most effectively, fill in the “Reason for Change” box that appears each time you make changes in a budget form after you click <APPLY> or <SAVE>.

You will need to create an A3 Expenditure Detail Record for each Program or Subprogram budget request submitted (as determined by your Budget Request Structure).

A2/A3 Sources & Expenditures by Fund Form

Inside the Form – Data Entry Screen

Budget Preparation Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	0100	REGAPP	3,365,000	3,383,000	3,383,000
2	765BAAMPG	0100	EXPBYFUND	3,383,000	3,383,000	3,383,000
3	765BAAMPG	0100	SALCOMP	18,000		
4	765BAAMPG	1200	EXPBYFUND	50,000	50,000	50,000
5	765BAAMPG	1200	CURREC	50,000	50,000	50,000
6	765BAAMPG	1300	EXPBYFUND	31,000	30,000	30,000
7	765BAAMPG	1300	BALFOR	1,000		
8	765BAAMPG	1300	CURREC	25,000	25,000	25,000
9	765BAAMPG	1300	NONREV	5,000	5,000	5,000
	765BAAMPG			0	0	0
				0	0	0

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A2/A3 Sources & Expenditures by Fund

The **A2/A3 Sources & Expenditures by Fund** form identifies the sources of funds (General Fund Regular appropriations, Restricted and Federal Funds balance forward and current receipts) with the expenditures by each source of funds. This form will need to be created for each program/subprogram budget request submitted.

Outside the Form

The Outside of this form is accessed from the **BRASS** → **Budget** forms menu as previously shown with the **A3 Expenditure Detail Record** form. You will need to choose your program or subprogram, then select “**NEW**” in the Serial Number box, name the form in the Description box, select the Stage, and click <OK>.

Inside the Form

The Inside of this form includes columns for the *PROGRAM/SUBPROGRAM* (which was chosen on the outside of the form), *FUND*, *OBJECT*, and the Fiscal Year columns for the current budget year and the two projected years.

You will need to insert a line for each different fund source for the Program or Subprogram and then enter figures in each of the Fiscal Year columns.

OBJECT: For the Expenditures by Fund Source part of this form, the only “expenditure” object you should pick is EXPBYFUND (Expenditure by Fund Source). For the Sources of Fund part of this form you will choose an object type from the drop-down list for each fund. For example, the 0100 fund may have a Regular Appropriation and a Continuing Appropriation. Therefore, there will be two lines for the 0100 fund. You will need to insert a line for each applicable Object per fund.

FUND: The drop-down list includes all funds in the **BRASS** fund table, some of which will only be used for Capital Budget requests. Operating Budget funds will always be numeric. Capital Budget funds will always be alpha characters. When choosing the *FUND* in the drop-down list for this form, you will always choose the **ADVANTAGE** fund code, i.e., 0100, 1200, 1300, 2100, 2400, etc.

Refer to the Budget Instructions Manual for the appropriate Objects for the Sources of Fund part of this form. They may include:

General Fund and Road Fund ONLY

- Regular Appropriation
- Continued Appropriation
- Reorganization Adjustments
- Mandated Allotments
- Salary Compensation – General Fund only - for FY 2004 only

Tobacco Fund ONLY

- Tobacco Settlement-Phase I
- Continuing Tobacco Settlement

Restricted and Federal Funds ONLY

- Balance Forward
- Current Receipts
- Non-Revenue Receipts

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Net Cost

A2/A3:Sources&Expend by Fund: 9 - Policy and Budget Analysis

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	0100	REGAPP	3,365,000	3,383,000	3,383,000
2	765BAAMPG	0100	EXPBYFUND	3,383,000	3,383,000	3,383,000
3	765BAAMPG	0100	SALCOMP	18,000		
		0100		0	0	0
4	765BAAMPG	1200	EXPBYFUND	50,000	50,000	50,000
5	765BAAMPG	1200	CURREC	50,000	50,000	50,000
		1200		0	0	0
6	765BAAMPG	1300	EXPBYFUND	31,000	30,000	30,000
7	765BAAMPG	1300	BALFOR	1,000		
8	765BAAMPG	1300	CURREC	25,000	25,000	25,000
9	765BAAMPG	1300	NONREV	5,000	5,000	5,000
		1300		0	0	0
				0	0	0

A2/A3:Sources&Expend by Fund: 9 - Policy and Budget Analysis

Insert Delete Move Audit Sum Exp. Apply Save Cancel

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	0100	REGAPP	3,365,000	3,383,000	3,383,000
2	765BAAMPG	0100	EXPBYFUND	3,383,000	3,383,000	3,383,000
3	765BAAMPG	0100	SALCOMP	18,000		
		0100		3,383,000	3,383,000	3,383,000
4	765BAAMPG	1200	EXPBYFUND	50,000	50,000	50,000
5	765BAAMPG	1200	CURREC	50,000	50,000	50,000
		1200		50,000	50,000	50,000
6	765BAAMPG	1300	EXPBYFUND	31,000	30,000	30,000
7	765BAAMPG	1300	BALFOR	1,000		
8	765BAAMPG	1300	CURREC	25,000	25,000	25,000
9	765BAAMPG	1300	NONREV	5,000	5,000	5,000
		1300		31,000	30,000	30,000
				3,464,000	3,463,000	3,463,000

Net Cost Field

Since the A2/A3 Sources & Expenditures by Fund form combines two prior forms, this is a good place to show you the value of the **Net Cost Field** on this **BRASS** form.

The “Sources by Fund” objects in this form are considered Revenue lines in **BRASS**. The “Expenditures by Fund” object in this form is considered an Expenditure line in **BRASS**.

Tip: When the Net Cost Field is set to “Net Cost” the column totals reflect Revenues minus Expenditures. If you change the Net Cost Field to “Sum Exp”, the column subtotals reflect just Expenditures. If you change the Net Cost Field to “Sum Revs”, the column subtotals reflect just Revenues. For the A2/A3 form, it will be helpful to use any of the three when working in the form. If the field is set to “Net Cost” and you sort the form by fund, the column subtotals will reflect the calculated Balance Forward into the next year.

A5: Personnel Position No - Outside of Form

A5: Personnel Position No

Report **OK** **Cancel**

Program: 765BAAMPG

Serial Number: 13 - Policy & Budget Analysis

Description: Policy & Budget Analysis

Stage: 1 (1)

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Personnel Budget Forms

There are two **BRASS** budget forms that will be combined into the Personnel Budget Summary Record report.

- A5 Personnel Position Numbers-use this form to enter the number of positions categorized by type of position for each fiscal year.
- A5 Personnel Budget by Fund-use this form to enter the funding source for these positions for each fiscal year.

These forms will also need to be created for each Program/Subprogram budget request submitted.

A5 Personnel Position Numbers Form

This form requires each agency to identify the number of each type of employee for each fiscal year, i.e., Full-time Filled positions, Part-time Filled positions, and Interim Filled positions. For fiscal years 2005 and 2006, only filled positions can be requested in the Baseline Budget Request A-5 Personnel Position Number form.

Completing the Form

Outside the Form

All **BRASS** forms are accessed from the **BRASS→Forms** menus. You will need to choose your Program or Subprogram, then select <NEW> in the *SERIAL NUMBER* box, name the form in the *DESCRIPTION* box, select the *STAGE*, and click <OK>.

A5: Personnel Position No – Inside the Form

A5:Personnel Position No: 13 - Policy & Budget Analysis

Insert **Delete** **Move** **Audit** **Net Cost** **Apply** **Save** **Cancel**

General

Seq	Program	Object	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	FTFLDPOS	45	45	42	42	42
2	765BAAMPG	FTVACPOS			1		
3	765BAAMPG	INFLDPOS	1	1	1	1	1
			46	46	44	43	43

Inside the Form

The inside of this form includes columns for the *PROGRAM or SUBPROGRAM* (which was chosen on the outside of the form), *OBJECT* (types of positions-full-time, part-time, filled, etc.), and the *Fiscal Year* columns for the prior two actual years, the current budget year and the two projected years.

The vacant position objects are in this form only for the FY 2003-04 year. Vacant positions may not be requested within an agency's Baseline Budget Request.

A5: Personnel Budget by Fund – Outside of Form

A5:Personnel Budget by Fund

Program: 765BAAMPG Serial Number: 14 - Policy & Budget Analysis

Description: Policy & Budget Analysis

Stage: 1 (1)

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Buttons: Report OK Cancel

A5: Personnel Budget by Fund – Inside of Form

A5:Personnel Budget by Fund: 14 - Policy & Budget Analysis

Buttons: Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	GFPOS	2,400,000	2,652,700	2,539,200	2,585,500	2,585,500
2	765BAAMPG	RESPOS	68,800	150,000	25,000	25,000	25,000
			2,468,800	2,802,700	2,564,200	2,610,500	2,610,500

A5 Personnel Budget by Fund Form

This form requires each agency to identify the amount of funding by fund source for the total personnel positions in each Program or Subprogram.

Completing the Form

Outside the Form

All **BRASS** forms are accessed from the **BRASS→Forms** menus. You will need to choose your Program or Subprogram, then select <NEW> in the *SERIAL NUMBER* box, name the form in the *DESCRIPTION* box, select the *STAGE*, and click <OK>.

Inside of Form

You will need only to insert the number of lines for each type of funding associated with employees that are applicable to the program/subprogram you are working with and then proceed with entering the dollar figures in each of the Fiscal Year columns per the parameters in the Budget Instructions. The available *OBJECTS* are specific to the fund sources.

E - Restricted Funds Form and E - Restricted Receipts Form

The 2004-06 Budget Instructions require that the Operating Budget Request: Restricted Funds Record (Report E) shall be completed for each on-budget Restricted funds cash control account. Each agency's budget request must provide information for the two historical years, the current year and the two requested years for each Restricted Fund cash account within the state accounting system. Please note in the 2004-06 Budget Instructions that this information is required for **"each on-budget cash control account."**

The term "on-budget cash control account" means each on-budget ADVANTAGE cash control account for Restricted fund codes 1300 through 3800 in the Funds listing provided in Topic 2. In **BRASS**, each on-budget Restricted Funds cash account will have a completed **E - Restricted Funds Form** and a completed **E - Restricted Receipts Form**.

The **E - Restricted Funds budget form** includes the funds summary and expenditure information as required in the Budget Instructions. New to this form is a Descriptive Box in Section I that should include who provides the Restricted Funds receipts and what the receipts may support.

The **E - Restricted Receipts budget form** includes the receipt detail information reflected in the Budget Instructions.

The vast majority of cash control accounts are at the Allotment level. There are some, which are at the Program Budget Unit (PBU). In **BRASS**, all of the ADVANTAGE Cash Control account codes are contained within the Program table.

There are no provisions made in **BRASS** to record “off-budget” account information in **BRASS** as required by the 2004-06 Budget Instructions. As with a few other Exhibits, each agency will provide that information as a part of your hard-copy budget request submission.

The information provided in these two Restricted Fund budget forms will be combined with the historical data and information in the Program Information table record to produce the E Report required for an agency’s budget request.

E: Restricted Funds - Outside of Form

E:Restricted Funds Form

Program: 765BAA

Serial Number: 15 - E-765BAA

Description: E-765BAA

Stage: 1 (1)

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Buttons: Report OK Cancel

E: Restricted Funds - Inside of Form

E:Restricted Funds Form: 15 - E-765BAA

Buttons: Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAA	1300	EBALFOR	1,000	1,000	1,000
2	765BAA	1300	ECUREXS	26,000	25,000	25,000
3	765BAA	1300	ENONREV	5,000	5,000	5,000
4	765BAA	1300	EBLEXP	31,000	30,000	30,000
5	765BAA	1300	EDCEXP			
				(1,000)	(1,000)	(1,000)

Let's walk through how you will complete the **Outside** screen for the **E - Restricted Funds** form:

Select the *PROGRAM* for this form. This selection will be either an Allotment level Program code or a PBU level Program code, depending on the Cash Control level.

Note: For Allotment level Cash Control-ALWAYS select the six-character Allotment code that is comprised of the three-character MARS Agency code + the three-character MARS allotment code. Example: 590B00.

You have already been through the next steps of completing the Outside of budget forms.

Completing the Form

On the **Inside** of the **E - Restricted Funds** form, there are columns for *PROGRAM*, *FUND*, *OBJECT*, *FY 2003-04*, *FY 2004-05*, and *FY 2005-06*. It is recommended that you insert the lines you need before entering data.

Tip: When completing this form, it would be helpful to have the Report for this form open reflecting the historical data. We will talk more about working simultaneously in budget Forms and Reports later.

Line (Object) Order Suggestions

A suggestion for inserting lines in an understandable manner is as follows. The description of each line conforms to those on the E Report in the Budget Instructions:

EBALFOR	Balance Forward
ECUREXS	Existing Structure
ECURRVS	Revised Structure
ENONREV	Non-Revenue Receipts
EBLEXP	Baseline Expenditures
EDCEXP	Defined Calculation Expenditures
EGBEXP	Growth Expenditures
EABREXP	Additional Budget Request Expenditures

As you can see in the screen shot on page 36, once a column has been completed for each fiscal year, the form total line at the bottom of the form will represent the balance forward amount for the next year. Having this available was the main reason that the E form is split into two forms.

E: Restricted Receipts - Inside the Form

E:Restricted Receipts Form: 16 - 765-BAA

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAA	1300	R404	10,000	10,000	10,000
2	765BAA	1300	R431	7,500	6,500	6,500
3	765BAA	1300	R436	500	500	500
4	765BAA	1300	R881	8,000	8,000	8,000
5	765BAA	1300	N113	5,000	5,000	5,000
				(31,000)	(30,000)	(30,000)

E - Restricted Receipts Form: Completing the Form

The Second E form, the E - Restricted Receipts form is where the detailed receipt types are entered for FY 2003-04, FY 2004-05 and FY 2005-06. The Objects, or lines, for this form are all of the detailed revenue receipt codes from the accounting system plus a CASH line for cash transfers included in the historical data. The totals on this form should equal the Receipts plus Non-revenue receipts on the E-Restricted Funds form.

G - Federal Assistance Form

The 2004-06 Budget Instructions document requires that Operating Budget Request: Federal Assistance Program Record (Report G) shall be completed for each individual federal assistance program source totaling \$50,000, or any federal assistance program which requires state matching funds within the budget unit request. For Federal program assistance under \$50,000, which does not require any state match support, one Federal Assistance Program Record must be completed labeled "Miscellaneous," that combines them.

This form has changed from the prior biennium. You will complete one G Form for each Federal Grant. More information will be entered into the BRASS forms and the Grant Information table so that the G Report (Federal Assistance Program Record) can be printed fully from BRASS, rather than a BRASS report and a printed spreadsheet.

Each agency has a number of blank Grant codes provided in **BRASS**, to be labeled by the agency (to be discussed in the Information Table section of this Manual), and then selected in the G form.

Outside the Form

The selection on the Outside of this Form is different than all other Operating Budget Forms.

The screenshot shows a Windows-style dialog box titled "G:Federal Assistance Form". It contains several input fields and buttons. At the top right are three buttons: "Report", "OK", and "Cancel". Below these, on the left, are two stacked text boxes: "Program:" containing "765ABILL" and "Grant:" containing "765AG01". To the right of these is a "Serial Number:" dropdown menu showing "18 - G-Fed Fiscal Relief". Below the serial number is a "Description:" text box containing "G-Fed Fiscal Relief". Further down are several dropdown menus: "Stage:" showing "1" with "(1)" next to it, "Priority:", "Type:", "Code 1:", "Code 2:", "Code 3:", and "Code 4:".

Step 1 Enter the *PROGRAM* for this form. This selection will ALWAYS be the Mirror (non-consolidating) Appropriation unit Program code (ex: 590BILL).

Note: The Mirror of the Appropriation unit Program code is used since the G form is completed for each applicable federal assistance program at the Appropriation level. ALWAYS select the Non-consolidating Program code where the last three characters are "**BILL**." Example: **590BILL**.

Step 2 Enter the *GRANT* code. Select the specific non-consolidating Grant code representing the federal grant program for which you are completing this form. These codes will have the 3-digit MARS Agency code + "G" + a two-digit numerical code (example: 590G01).

You have already been through the next steps of completing the Outside of budget forms.

G Federal Assistance – Inside the Form

GFederal Assistance Form: 18 - G-Fed Fiscal Relief

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Object	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06
1	765ABILL	GFEDREV			50,000	50,000	50,000
2	765ABILL	GGENREV			50,000	50,000	50,000
3	765ABILL	GANEW			50,000		
4	765ABILL	GAEXIST				50,000	50,000
5	765ABILL	GBLEXP			50,000	50,000	50,000
			0	0	200,000	200,000	200,000

Completing the Form

On the Inside of the G-Federal Assistance form, there are columns for *PROGRAM, OBJECT, FY 2001-02, FY 2002-03, FY 2003-04, FY 2004-05, and FY 2005-06.*

Lines (Object)

There are three sections of the Federal Assistance Program Record in the Budget Request Manual that are entered by using this form.

1. MATCH REQUIREMENTS – Receipts/Match:

If the Federal Grant requires no cash match, you do not have to enter the following information on state match.

GFEDREV The actual federal grant receipts for FY 2001-02 and FY 2002-03, the estimated federal grant receipts for FY 2003-04, FY 2004-05, and FY 2005-06.

GGENREV The amount of General Funds used or needed for State match.

GRESREV The amount of Restricted Funds used or needed for State match.

GROADREV The amount of Road Funds used or needed for State match.

2. FEDERAL GRANT RESOURCES:

GAEXIST The actual federal grant awards for FY 2001-02 and FY 2002-03, and the estimated federal grant awards for FY 2003-04, FY 2004-05, and FY 2005-06, for an existing federal grant program.

GANEW The estimated federal grant awards for FY 2003-04, FY 2004-05, and FY 2005-06, for a new federal grant program.

Note: the above two *Objects* do not reflect receipts; they should reflect grant awards.

3. FEDERAL GRANT EXPENDITURES:

Enter the amount of state fiscal year expenditures, actual and estimated.

- GBLEXP** Baseline Expenditures
- GDCEXP** Defined Calculations Expenditures
- GGBEXP** Growth Budget Expenditures
- GABREXP** Additional Budget Request Expenditures

This form allows agencies to identify the amount of expenditures from federal programs applicable to the Baseline Budget requests, Defined Calculations Budget requests, Growth Budget requests and for Additional Budget requests.

Additional Budget Request Forms

The **Additional Budget Request** (the “B” Series of forms) shall be used to enter the budget information for: Defined Calculation budget requests, Growth budget requests, and Additional Budget (New, Expansion, Fund Replacement) requests. Each **Additional Budget Request** item that your agency submits will include the following forms:

1 B2/B3 Sources & Expenditures by Fund Source

This form is used to present the source of funds and the expenditures by fund information for each Additional Budget Request item.

2 B3 Expenditure Detail Record Form

This form is used to list expenditure detail, by object code, for each Additional Budget Request item.

3 B5 Personnel Budget Position Summary Form

This form is used to identify types and numbers of positions associated with each Additional Budget Request item.

4 B5 Personnel Budget Fund Summary Form

This form identifies the fund sources for positions requested in Additional Budget Requests.

Each **Additional Budget Request** form consists of two on-screen entry templates: an **Outside** of the form, used to identify the *PROGRAM* and the *ADDITIONAL BUDGET REQUEST* for this budget form; and an **Inside** of the form, where additional budget request data will actually be entered.

Outside the Form

The **Outside** of all of the **Additional Budget Request** (B Series) forms looks exactly the same, except for the title on the top line. The screen shot below shows a sample **Outside** of the form for one of the **Additional Budget Request** forms. Let's walk through how you will complete the **Outside** screen for **ABR** forms.

Program: Enter the *PROGRAM (MPG)* or *SUBPROGRAM (MSP)* for this **ABR**.

ABR: Choose the *ABR* code selected for this request from the drop-down menu. The names will not appear until entered in the info table. For each Appropriation unit, a number of unique **Additional Budget Request** codes have been reserved. For Defined Calculation **ABR** codes, the drop-down list will include codes that include the letters "DC", (example 190DC01). Use the "DC" **ABR** codes just for the Defined Calculation "B" forms. Every Program or Subprogram will have **one** "DC" **ABR** code. Only one Defined Calculation set of requests are allowed for each Program or Subprogram. After the "DC" codes, there are other **ABR** codes available for you to select for Growth and Additional Budget Requests (New, Expansion, Fund Replacement). If you need more **ABR** numbers than this, contact the **BRASS** Administrators at GOPM.

Serial No.: If this is the first time you worked on this form, you will select <NEW> in the *SERIAL NUMBER* field. If you have worked on this form before, you may select the correct Serial Number from the drop-down menus. After you complete the *SERIAL NUMBER* field, additional fields appear.

Description: Enter a *DESCRIPTION* (up to 30 characters) for this form. A suggested *DESCRIPTION* for Defined Calculation budget requests should include the letters “DC”, for Growth budget requests, include the letters “GB”. This will assist you when you are working inside the form.

Stage: Select <STAGE 1>.

PRIORITY, TYPE, and CODE fields will not be used.

Once you have completed the required fields on the **Outside** screen, click <OK>.

B3: Expenditure Detail - Inside the Form

B3:Expenditure Detail: 6 - DC-Policy and Budget Analysis

Insert **Delete** **Move** **Audit** **Net Cost** **Apply** **Save** **Cancel**

General

Seq	Program	ABR	Object		FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	765ADC01	E111			77,000	190,200
2	765BAAMPG	765ADC01	E122			77,700	89,700
3	765BAAMPG	765ADC01	E123			10,000	10,000
4	765BAAMPG	765ADC01	E124			100	200
5	765BAAMPG	765ADC01	E131			200	200
6	765BAAMPG	765ADC01	E133			0	0
7	765BAAMPG	765ADC01	E162			300	300
8	765BAAMPG	765ADC01	E212			400	400
9	765BAAMPG	765ADC01	E222			800	800
10	765BAAMPG	765ADC01	E226			200	200
11	765BAAMPG	765ADC01	E260M			300	300
12	765BAAMPG	765ADC01	E270M			100	100
					0	167,100	292,400

B3 ABR Expenditure Detail Form

This form provides detailed expenditure information by object code for additional budget requests: Defined Calculation, Growth and Additional (New, Expansion, Fund Replacement). It is set up similar to the **A3 Expenditure Detail** form for **Baseline Budget** requests, using the same three fiscal years, columns, and expenditure object codes (as needed for your Additional Budget Request) lines.

For the Defined Calculations budget request some examples of the object codes you will be entering inside the form are:

- E111 - Annual Salary Increments
- E122 - Employer Retirement Contribution Rate
- E123 - Health Insurance Premiums
- E124 - Life Insurance Costs
- E131 - Workers Compensation Premiums
- E212 - Utility Charges
- E222 - State Owned Rent Charges
- E260M - Telecommunication Charges
- E270M - Computer Service Charges
- E226 - Motor Pool Rental Charges
- E162 - Facilities Security Charges
- E133 - Governmental Services Center Charges

Inside the Form

- Step 1** Click on <INSERT> to add as many lines to the form as you need to complete this **ABR**. Note that the *PROGRAM* and *ABR* code you selected on the **Outside** of the form is repeated each time you add a line.
- Step 2** Click in the *OBJECT* column for each line and choose the object codes that you need from the drop-down menu.
- Step 3** Enter the amounts requested for each object code in the columns for FY 2003-04 (the current year), FY 2004-05, and FY 2005-06 for the **ABR**.
- Step 4** When you have completed all entries in the form, click <APPLY>.

B2/B3: Sources & Expenditures by Fund - Inside the Form

B2/B3: Sources & Expenditures by Fund: 4 - DC-Policy & Budget Analysis

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	ABR	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	0100	765ADC01	REGAPP		167,100	292,400
2	765BAAMPG	0100	765ADC01	EXPBYFUND		167,100	292,400
					0	0	0

B2/B3 ABR Sources & Expenditures by Fund Source Form

This form is used to identify budgetary fund sources for each additional budget request: Defined Calculation, Growth and Additional (New, Expansion, Fund Replacement). It is similar to the **A2/A3 Sources & Expenditures by Fund** record for **Baseline Budget** requests.

Inside the Form

- Step 1** Click on <INSERT> to add as many lines to the form as you need to complete this **ABR**. Note that the *PROGRAM* and *ABR* codes you selected on the Outside of the Form default and are repeated each time you add a line.
- Step 2** Click on the right side of the *FUND* field to get the drop-down menu. Select the *FUND* source codes that you need, one per line, from the drop-down menu. Use the numeric codes; not the alpha codes.
- Step 3** Click in the right side of the *OBJECT* field to get the drop-down menu and select the codes you need, one per line.
- Step 4** Enter the amounts requested for each *FUND* source in the columns for FY 2003-04 (the current year), and FY 2004-05, and FY 2005-06, as applicable, for this **ABR**.
- Step 5** When you have completed all entries in this form, click <SAVE>.

B5: Personnel Position Numbers - Inside the Form

B5:Personnel Position Number: 20 - GB-Filled Positions Ovr Target

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	ABR	Object		FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	765AX03	FTFLDPOS		0	2	2
					0	2	2

B5 ABR Personnel Position Number Form

This form is used to identify types and numbers of positions associated with each additional budget request: Growth and Additional (New, Expansion, Fund Replacement). **Note:** for Defined Calculation requests, the personnel position number information is not required. This form is set up similar to the **A5 Personnel Position Number** form for **Baseline Budget** requests.

Inside the form

- Step 1** Click on <INSERT> to add as many lines to the form as you need to complete this **ABR**. Note that the *PROGRAM* and *ABR* code you selected on the Outside of the Form is repeated each time you add a line.
- Step 2** Click in the right side of the *OBJECT* field to get the drop-down menu. In this form *OBJECT* represents types of positions (full-time, part-time, interim). Enter the *OBJECT* codes that you need, one per line, from the drop-down menu.
- Step 3** Enter the number of positions by type for each *OBJECT* code in the columns for FY 2003-04 (the current year), FY 2004-05, and FY 2005-06 for this **ABR**.
- Step 4** When you have completed all entries in the form, click <APPLY>.

B5: Personnel Budget by Fund – Inside the Form

B5:Personnel Budget by Fund: 7 - DC-Policy and Budget Analysis

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	ABR	Object	FY 03-04	FY 04-05	FY 05-06
1	765BAAMPG	765ADC01	GFPOS		110,500	113,000
				0	110,500	113,000

B5 ABR Personnel Budget by Fund Form

This form identifies the fund sources for positions requested in additional budget requests: Defined Calculation, Growth and Additional (New, Expansion, Fund Replacement). It is set up similar to the **A5 Personnel Budget by Fund** form for **Baseline Budget Requests**.

Inside the Form

- Step 1** Click on <INSERT> to add as many lines to the form as you need to complete this **ABR**. Note that the *PROGRAM* and *ABR* code you selected on the Outside of the Form is repeated each time you add a line.
- Step 2** Click in the right side of the *OBJECT* field to get the drop-down menu. In this form *OBJECT* represents the fund source for the positions requested. Enter the Object codes that you need, one per line, from the drop-down menu.
- Step 3** Enter the value of the positions by *FUND* source for each Object code in the columns for FY 2003-04 (current year), FY 2004-05, and FY 2005-06 for this **ABR**.
- Step 4** When you have completed all entries in the form, click <APPLY>.

Historical Information Change Forms

This section provides information regarding the Historical Information Change process and how to prepare changes to the pre-populated historical data using **BRASS**. The historical data (Actual FY 2001-02 and Actual FY 2002-03 columns on the Baseline Budget Request reports) will be transferred electronically to **BRASS**. The revenue summary, expenditure detail, and expenditures by fund are brought into the appropriate Program code exactly as it was posted in the ADVANTAGE Financial System (example: 670CA00). The General Fund and Road Fund allotments are at the allotment level (example: 670CA0). Restricted Funds information for the E Reports are brought into the Cash Control account codes in **BRASS**. If changes must be made to your historical information, these changes will be made through the use of Historical Information Change forms.

These forms will only be used if approved changes are necessary in your historical information. Before you make any changes in historical data, consult with your GOPM Analyst to confirm that the Historical Forms are necessary.

Examples of reasons for changing historical data include the following:

- A prior year reorganization split an allotment or posting level account between two programs or subprogram
- You need to distribute General Fund allotment amounts among a number of subprograms

IMPORTANT NOTE: Historical data may not match the Commonwealth's Annual Financial Report due to the incorrect placement of posting level and allotment level accounts in the BRASS Program table. If you discover any such situations, please contact your GOPM Policy and Budget Analyst.

Adjustments made to historical data must be explained in a communication provided in the agency hardcopy budget request.

Historical Information Change Forms

- History A2/A3 Sources & Expend by Fund
- History A3 Expenditure Detail
- History E-Restricted Funds
- History E-Restricted Receipts

Each form consists of two on-screen templates; an **Outside** of the form, used to identify the program the form is for; and an **Inside** of the form, where your changes will actually be entered.

All **BRASS** budget forms are accessed from the **BRASS**→ **Budget** forms menu. Select the form you want from the **Budget** form selection screen and click <OK>. The **Outside** of the form appears.

For training purposes, we will only walk through one **Historical Change** form, the Historical A3 Expenditure Detail form.

History A3: Expenditure Detail - Outside of Form

History A3: Expenditure Detail

Report **OK** **Cancel**

Program: 765A_BILL

Serial Number: 21 - Re-org in FY 02

Description: Re-org in FY 02

Stage: 1 (1)

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

History A3: Expenditure Detail

Outside of Form

Step 1 Enter the Appropriation Unit Consolidating code (5C 534_BILL) for the Programs or Subprograms for this **Historical Change** form. Choosing this Consolidating code for Historical Change forms will enable you to select every allotment, cash control and PBU code on the inside of the form for your Appropriation Unit. Click in the <PROGRAM> box and a drop- down arrow will appear. Type the first three digits ☺☺☺ of your Appropriation unit code and the list will then go to the beginning of that code.

Step 2 Click on the drop-down arrow in the <SERIAL NUMBER> box and select <NEW> in the drop-down list.

Note: If you have to make additional changes to the same Program or Subprogram, you will choose the form you have already created which will be in the drop-down list for that Appropriation Unit.

Step 3 Enter a description (up to 30 characters) for this form.

Step 4 Select <Stage 1>.

PRIORITY, TYPE, CODE fields reserved for future use.

History A3: Expenditure Detail - Inside the Form

History A3: Expenditure Detail: 21 - Re-org in FY 02

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	FY 01-02	FY 02-03
1	765BAA0	0100	E321	(2,500)	
2	765BAB0	0100	E321	2,500	
				0	0

Inside the Form

The **History A3 Expend Detail** form will open. Notice the name of the form, the system-assigned serial number, and the descriptive name across the top of the form.

Also on the inside of the form, there will be a column for the object and each of the two historical years.

Step 1 Click on the <INSERT> button to add the number of lines you will be revising.

Step 2 Click on the right side of the *Program* field. Select the appropriate allotment, PBU or cash control code from the drop down list.

Step 3 Click on the right side of the *Fund* field. Select the appropriate fund. Remember, that the drop-down list includes all funds in the **BRASS** fund table, some of which will only be used for Capital Budget requests. Operating Budget funds will always be numeric.

Step 4 Choose the *OBJECT* codes that need revisions for each line.

The lines used for making revisions to historical information should be the same lines used for your **Baseline Request** (the lines used on the **A3 Expenditure Detail Record**).

Step 5 Populate the historical year columns that need revision with the **amount of change** from the original amount (either a plus or minus figure).

Step 6 After completing the form, click on <APPLY>.

For the Historical Budget Change forms, the amounts entered into the cells are the CHANGES that are needed. If a \$10,000 figure should be \$100,000, you will enter \$90,000 in the cell.

As noted previously, if you have to make additional changes to a program or subprogram for which you have already created this form, you need only choose this form again.

These changes will be incorporated into your historical information upon applying or saving this form. Therefore, when you want to review a report or spreadsheet view for this program or subprogram, the historical information will have been corrected.

Capital Budget Request Forms

This section provides information about the Capital Budget Request process and how to prepare the **Capital Budget Request** forms in **BRASS**. The agency 2004-06 Capital Budget Request will be completed using Budget Forms, the Project Information Tables and Reports. The Budget Forms and Project Information Tables are tools used to enter data for capital projects. The Reports will be a part of the electronic record of your formal budget request that combines the information from the Budget Forms and the Project Information Table.

Capital Budget Requests – BRASS Elements

The information required by the 2004-2006 Budget Instructions for capital project budget requests will be accommodated in **BRASS** through various means.

1. The Commonwealth will run an interface between the Six-Year Capital Planning system and **BRASS**; taking information from the capital project record in the Six-Year Capital Planning system and transferring it to **BRASS** as a starting point for the agency biennial budget request process.
2. There are two **BRASS** Budget forms for agencies to view, enter and change the basic budget data: Expenditures by the required detail categories and the Fund Source amounts requested for the project-each by fiscal year.

In **BRASS** each capital project budget request will be associated with an Appropriation unit, just as capital project line-item appropriations are in the branch budget bills. In **BRASS**, the Appropriation unit code is in the Program Table.

Program – Project Relationship Example

BRASS Program Table Code	BRASS Program Name	BRASS Projects Table Code	BRASS Project Name	Level (Consolidating or Non- Consolidating)
527B_BILL	Adult Correctional Institutions	527B_BILL	Adult Correctional Institutions	Consolidating
527BBILL	Adult Correctional Institutions	5270001	KSR-New Gas Fired Boiler Plant	Non- Consolidating
527BBILL	Adult Correctional Institutions	5270002	KCIW-Phase I Expansion	Non- Consolidating
527BBILL	Adult Correctional Institutions	5270003	BCC-200 Bed Minimum Security Dorm	Non- Consolidating
527BBILL	Adult Correctional Institutions	5270004	NTC-New Sewage Treatment Plant	Non- Consolidating

There will be a specific Appropriation unit Program code that will be associated with each and every capital project.

This chart on the opposite page represents an example of the relationship between the Program Table Code (the Appropriation unit) and the Project Table Codes for four capital projects in the Department of Corrections, their names and whether the codes are Consolidating or Non-Consolidating.

In this example, note that the first row of information represents the roll-up, or consolidating level for the Adult Correctional Institutions appropriation unit within the Department of Corrections, Justice Cabinet. The next four rows represent four separate capital projects, each unit with its own unique Project code. All four are associated with the same Program code (the code for the non-consolidating appropriation unit).

It is critical that the same Program Table code be used for every Project Form used by an agency within the same appropriation unit.

Transfer of Data from the Six-Year Capital Planning System

The data in **BRASS** to start the agency biennial budget process is from the Six-Year Capital Planning system. With some exceptions the information transferred into **BRASS** is the information required by the 2004-06 Budget Instructions. This transfer of data avoids the re-entry of all of the information for each project into the budget system after having entered it into the Six-Year Capital Planning system.

A few notes about the data from the Six-Year Capital Planning system:

- Only information on projects identified in the 2004-06 biennium within the Capital Plan will be transferred.
- Real Property Lease projects, Maintenance Pools, and Reauthorized Projects requesting no additional funds will not come from the Capital Plan. These projects will have to be entered directly into **BRASS**.
- Real Property Lease projects and Reauthorized projects with no request for additional funds must have a \$0.001 entered into the FY 2004-05 column in the Capital Request by Fund Source form.

You will start the Capital Budget request process in **BRASS** with pre-populated information. That information can be changed through budget forms.

IMPORTANT NOTE: If an agency wants to prepare a capital budget request for a project that is not in the Six-Year Capital Planning system as of July 21, 2003, the agency will need to utilize one of the “blank” project codes made available to them. It is possible that an agency may need multiple project codes that were not in the Six-Year Plan but need to be in the budget request. If that occurs, the agency will need to contact GOPM and request that additional project records be added. Also, an agency must follow the 2004-06 Budget Instructions and submit any changes to their Six-Year Capital Plan.

Capital Budget Request Forms

There are two **BRASS** Capital Budget Request forms:

- Capital Request by Fund Source form
- Capital Request Expenditures form – completed only for Construction and Information Technology System projects.

The Capital Budget Request forms will include the budget data (amounts, fiscal years, fund sources, and expenditure codes or cost elements required by the 2004-06 Budget Instructions).

These two forms will be completed at the appropriation unit level with all of the agency's projects inside.

Changes to Six-Year Capital Plan Projects for the Budget Request Process

The most common changes that agencies need to make in these forms are:

1. Capital Projects that came from the Six-Year Capital Plan that should not be a part of the budget request. For those projects, all of the financial data in both forms must be changed to \$0 (zero).
2. Changing the amount for a Capital Project.
3. Changing the fund source for a Capital Project.
4. Changing the fiscal year requested for a Capital Project.

Capital Request by Fund Source - Outside the Form

Capital Request by Fund Source

Report **OK** **Cancel**

Program: 765ABILL
Project: 765A_BILL

Serial Number: 35 - OSBD - Capital

Description: OSBD - Capital

Stage: 1 (1)

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Outside the Form

- Step 1** All **BRASS** budget forms are accessed by selecting **BRASS** → **Budget Forms** on the main **BRASS** menu.
- Step 2** Choose the **Capital Request by Fund Source** from the Budget Form Selection box and click <OK>. The “Outside of the Form” screen appears.
- Step 3** Click in the *PROGRAM* field and then click on the drop-down arrow. Here you will choose the Appropriation unit “N” non-consolidating program. This Program code selection will always end in “BILL” as the last four digits. The “BILL” represents the Appropriation unit code.
- Step 4** Click in the *PROJECT* field and then click on the drop-down arrow. Here you will choose the Appropriation unit Program. This Project code selection will always end in “_BILL” as the last five digits. The “_BILL” represents the consolidating level for the Appropriation unit code
- Step 5** Click in the *SERIAL NUMBER* field. Select <NEW>. Even though the capital project information has been transferred into **BRASS** for the Six-Year Capital Planning system, the two Capital Budget Request forms must be created and saved.
- Step 6** Type in a title for this form in the *DESCRIPTION* field.
- Step 7** Click the down arrow in the *STAGE* field.
- Step 8** Select the stage in which you are working. The first time you open this form, you will select <STAGE 1>. Click <OK>. The form opens with the Description you entered at the top of the window preceded by the automatically generated serial number for the form.

Capital Request by Fund Source – Inside the Form

Capital Request by Fund Source: 35 - 05BD - Capital

General

Seq	Fund	Project	Object	Y1BDGPTLCP	Y2BDGPTLCP	FY 03-04	FY 04-05	FY 05-06	MPONOPBUD	Impact on OB
1	0100	765A0001	IMPONOPBUD	0	0				25,000	
3	BFGF	765A0001	EXPBYFUND	750,000	0				0	
		765A0001		750,000	0	0	0	0	25,000	0
2	1300	765A0002	IMPONOPBUD	0	0				15,000	
4	BFRF	765A0002	EXPBYFUND	0	1,500,000				0	
		765A0002		0	1,500,000	0	0	0	15,000	0
				750,000	1,500,000	0	0	0	40,000	0

Capital Request by Fund Source – Inside the Form

Inside the Form

When you open the Capital Request by Fund Source form, it will be pre-populated with the information from the Six-Year Capital Planning system.

On the inside of the Capital Request by Fund Source form, there are seven columns: 4 white change columns and 3 gray “Capital Plan” columns. The four white columns represent the 3 requested fiscal years: FY 2003-04, 2004-05, and 2005-06 and the Impact on Operating Budget information required by the Branch Budget Request Manual.

Important Note: Since all of the Capital Projects for an Appropriation unit are in each form, it will be necessary to “organize” the form by Project. To do that, click on the column header *PROJECTS*. The form will sort all of the information by Capital Project.

At this point, you have two choices with this form.

- You may choose to change the data that came from the Six-Year Capital Planning system, such as the Fund Source, the dollar amounts, or the fiscal years, or
- You have determined that this capital project will not be a part of the agency biennial budget request and you want to essentially “zero out” the project from BRASS, so that it is not a part of the budget request.

Allowable Funds for Capital Project Requests

<u>Fund Name</u>	<u>Fund Code</u>
General Fund-Capital	BFGF
Tobacco Settlement – Capital	BFTB
Road Fund-Capital	BFRD
Restricted Funds-Capital	BFRF
Federal Funds-Capital	BFFF
Bond Fund-Capital	BFBF
Agency Bonds-Capital	BFAB
Other Funds-Capital	BFOF

Important Note: Select ONLY the alpha Fund codes for capital projects.

The Funds that can be selected in BRASS from the drop-down box include “alpha” Fund codes for Capital Project fund sources and “numeric” Fund codes for Operating budget fund sources. Due to the need in BRASS to produce statewide appropriation totals by Fund, both Capital and Operating budget fund sources will be selectable. Any agency capital budget request that includes an Operating budget fund (the numeric codes) will require changing by the agency before the budget request is considered final.

The alpha fund codes will serve another use: they represent the Revenue source codes in the ADVANTAGE Financial System used for “Budgeted Funding.” The coding for each Capital Project Fund starts with the letters “BF” which stand for Budgeted Funding.

The numeric fund codes in the form are used only for the Impact on Operating Budget column. These fund codes reflect the Operating budget codes used elsewhere in **BRASS** (see page 2-14 for the list).

Capital Request by Fund Source – Inside the Form

Capital Request by Fund Source: 35 - OSBD - Capital

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Fund	Project	Object	Y1BDGPTLCP	Y2BDGPTLCP	FY 03-04	FY 04-05	FY 05-06	MPONOPBUD	Impact on OB
1	0100	765A0001	IMPONOPBUC	0	0				25,000	
3	BFGF	765A0001	EXPBYFUND	750,000	0				0	
		765A0001		750,000	0	0	0	0	25,000	0
2	1300	765A0002	IMPONOPBUC	0	0				15,000	
4	BFRF	765A0002	EXPBYFUND	0	1,500,000				0	
		765A0002		0	1,500,000	0	0	0	15,000	0
				750,000	1,500,000	0	0	0	40,000	0

Capital Request by Fund Source: 35 - OSBD - Capital

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Fund	Project	Object	Y1BDGPTLCP	Y2BDGPTLCP	FY 03-04	FY 04-05	FY 05-06	MPONOPBUD	Impact on OB
1	0100	765A0001	IMPONOPBUC	0	0				25,000	
3	BFGF	765A0001	EXPBYFUND	0	0		(750,000)		0	
4	BFRF	765A0001	EXPBYFUND	750,000	0		750,000		0	
		765A0001		750,000	0	0	0	0	25,000	0
2	1300	765A0002	IMPONOPBUC	0	0				15,000	
5	BFRF	765A0002	EXPBYFUND	0	1,500,000				0	
		765A0002		0	1,500,000	0	0	0	15,000	0
				750,000	1,500,000	0	0	0	40,000	0

Capital Request by Fund Source: 35 - OSBD - Capital

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Fund	Project	Object	Y1BDGPTLCP	Y2BDGPTLCP	FY 03-04	FY 04-05	FY 05-06	MPONOPBUD	Impact on OB
1	0100	765A0001	IMPONOPBUC	0	0				25,000	
3	BFGF	765A0001	EXPBYFUND	0	0		(750,000)		0	
4	BFRF	765A0001	EXPBYFUND	750,000	0		750,000		0	
		765A0001		750,000	0	0	0	0	25,000	0
2	1300	765A0002	IMPONOPBUC	0	0				15,000	
5	BFRF	765A0002	EXPBYFUND	250,000	1,250,000		250,000	(250,000)	0	
		765A0002		250,000	1,250,000	0	250,000	(250,000)	15,000	0
				1,000,000	1,250,000	0	250,000	(250,000)	40,000	0

Changing entries in the form.

1. To change the **Fund**, click the <Insert> button. This will insert a blank line in the form. On the blank line, select the new Fund from the drop down list in the *Fund* column. In the *Project* column, select the same project number from the drop down list as the project you are changing the fund source on. In the *Object* column, select "EXPBYFUND". Enter the amount of the project in the appropriate Fiscal Year column(s). Return to the line with the wrong fund source. Enter the negative amount of the project in the appropriate Fiscal Year column to zero out the funding for the wrong fund.
2. To change the **amounts**, click in the cell and enter the revised figures. If you want to "remove" a number (to make it 0), you must enter a "change amount" that makes the amount equal to 0. The 0 will display in the gray columns when you have entered the correct change amount. If you want to reduce a number, then you must enter the "amount of reduction." **Do not** insert a new line to change the amounts.
3. To change the fiscal year, click in the cell and enter the revised figure. Enter the "amount of reduction" in one year and the corresponding increase amount in the other year.
4. Click <APPLY> or <SAVE> when you are finished with the form

Capital Request Expenditures - Outside the Form

Capital Request Expenditures

Report **OK** **Cancel**

Program: 765ABILL
Project: 765A_BILL

Serial Number: 36 - OSBD - Capital

Description: OSBD - Capital

Stage: 1 (1)

Priority:

Type:

Code 1: Code 2:

Code 3: Code 4:

Capital Request Expenditures Form

Outside the form

- Step 1** All **BRASS** budget forms are accessed from the **BRASS→Budget Forms** menu.
- Step 2** Choose the **Capital Request Expenditures** form from the Budget Form Selection box and click <OK>. The “Outside of the Form” Screen appears.
- Step 3** *PROGRAM:* Click in the field and then click on the drop-down arrow. Here you will choose the Appropriation Unit Program. The Program code selection for the appropriation unit Program will always end in “BILL” as the last four digits. The “BILL” stands for the Appropriation unit code.
- Step 4** Click in the *PROJECT* field and then click on the drop-down arrow. Here you will choose the Appropriation unit Program. This Project code selection will always end in “_BILL” as the last five digits. The “_BILL” represents the consolidating level for the Appropriation unit code
- Step 5** *SERIAL NUMBER:* Click in the field and select <NEW>. Even though the capital project information has been transferred into **BRASS** from the Six-Year Capital Planning system, every capital project requires that the Capital Budget Request forms be created.
- Step 6** *STAGE:* Click the down-arrow in the field and select Stage 1.
- Step 7** *DESCRIPTION:* Type a description for this form in the field.
- Step 8** Click <OK>.

Capital Request Expenditures - Inside the Form

Capital Request Expenditures: 36 - OSBD - Capital

General

Seq	Project	Object	Y1BDGPTLCP	Y2BDGPTLCP	FY 03-04	FY 04-05	FY 05-06
1	765A0001	CONS	750,000	0			
	765A0001		750,000	0	0	0	0
2	765A0002	HDWR	0	500,000			
3	765A0002	PROF	225,000	0		225,000	(225,000)
4	765A0002	SFWR	0	775,000			
	765A0002		225,000	1,275,000	0	225,000	(225,000)
			975,000	1,275,000	0	225,000	(225,000)

Inside the Form

The form opens with the Description you entered at the top of the window preceded by the system-generated Serial number for the form.

The Object lines that appear in the form represent the Cost Elements from the Six-Year Capital Planning system. Each code that can be selected in the Object field matches the selections identified in the 2004-06 Branch Budget Request Manual.

Only “Construction” and “Information Technology” capital projects include Cost Elements. These Cost elements will be transferred from the 6 Year Capital Planning system. Do not enter any Cost Element information for Capital Equipment or Capital Leases.

Changing the information in this form is the same procedure as in the other Capital Budget Request form.

Important Notes:

- Since all of the Capital Projects for an Appropriation unit are in each form, it will be necessary to “organize” the form by Project. To do that, click on the column header *PROJECTS*. The form will sort all of the information by Capital Project, and make the information in the form more manageable.
- If you have an existing project that requires re-authorization and no new, additional funding (see definitions in the 2004-06 Budget Instructions), the dollar value associated with that project is the value .001. Entering the number .001 is necessary to get these projects that require no new money into the system appropriately. The .001 figure will be pre-populated from the Six-Year Capital Plan for Capital Projects identified as re-authorizations and no new, additional funding.

Capital Leases

Capital lease projects will not be present in the form when you first open it, as those Capital Projects do not come into **BRASS** from the Six-Year Capital Plan.

Blank Capital Project codes have been provided to you so that these projects can be identified in the Projects Information Table (discussed later). These Capital Lease Projects must also have \$0.001 entered in the forms.

How to Remove a Project from the Agency Capital Projects Request.

If you have determined that a capital project brought in from the Six-Year Capital Planning system will not be a part of the agency's budget request, then both Capital Budget Request Forms must be opened for that project and the amounts from the Six-Year Capital Plan deducted.

If you want to "remove" a number (to make it 0), you must enter a "change amount" that makes the amount equal to 0. Example: if the Six-Year Capital Plan amount is \$1,000,000, then you will enter "\$-1,000,000" to change the project to \$0. The 0 will display in the gray columns when you have entered the correct change amount. If you do not change the amount to zero, then the project will still be in your budget request.

Topic 4 – Information Tables

The purpose of this topic is to discuss Information tables in **BRASS** and how end users will enter information into **BRASS** Information tables and access information from **BRASS** Information tables.

Topic Objectives

After completing this topic, you will be able to:

- Describe the use of **BRASS** Information tables in the biennial budget request process,
- Understand how the **BRASS** Information tables are organized,
- Understand the four **BRASS** Information tables that will be used for the budget request process, and
- Understand how the Embedded Object (OLE) functionality will be used in preparing and submitting a budget request, and how to perform these tasks.

Overview of Information tables in the biennial budget request process

In the introductory topic we discussed the two ways that users enter information into **BRASS**: through Budget forms and through **BRASS** Information tables. In Topic II-**BRASS** Chart of Accounts, we discussed the hierarchical tables (Fund, Program, Projects, ABR, and Grant). Each table has an Information table. You will enter information into four of those Information tables: Program, Projects, ABR, and Grant tables.

The 2004-06 Budget Instructions mandate the submission of a significant amount of non-financial information in each agency's budget request. Capital project budget requests must include substantial amounts of specific information. Additional Budget requests must include various types of information, including justifications and descriptions. Baseline Budget requests must include justifications and descriptions. Roll-up or consolidated levels of an agency's budget request must include narrative and other information. Federal Assistance Program Records and Restricted Funds Records must include information that doesn't fit into **BRASS** Budget forms.


It was the intentional design of the MARS Budget System to still capture the majority of this information inside a single database, even though it did not fit into the use of **BRASS** budget forms. Having much of this information inside the **BRASS** database was a very important component of the design of the system and the Commonwealth's use of **BRASS**.

Information Table Organization

The **BRASS** Information tables are organized by "records." Each Program has a record in the Program Information table. Each Capital Project has a record in the Projects Information table. Each Defined Calculations Budget Request, Growth Budget Request and Additional Budget Request item has a record in the ABR table. Each record is unique and has a code and a name. These are the same codes that we discussed in the **BRASS** Chart of Accounts and are the same codes you will select when entering forms, pulling up spreadsheet views, and selecting reports.

Information table records exist for every item in the Program, Projects, ABR, and Grant Information tables. Both Consolidating and Non-consolidating units in each of these tables have Information table records. For example, there is a Program table record for the appropriation unit or departmental roll-up. There is also a Program table record for a Program roll-up.

INFORMATION RECORD

Program: 765BAA  Type: Non-conso ▼
 Name: Budget & Policy Analysis

Acct No:	Leg Auth:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Rest Users:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There are five main elements of each Information table record:

- The code for each record and whether that record is Consolidating or Non-consolidating,
- The name for each record,
- Entry fields-Code tables, Description fields, and Value fields,
- An Embedded Object icon (OLE), and
- Text boxes.

These five elements are organized in **BRASS** with two tabs. These two tabs are labeled “Info” and “Text.”

The Code Field and the Type Field

The first field of an Information table record is the code. In the example on the opposite page for a Program table record, you see “Program” in the upper left-hand side of the screen. In the Program information table, this field will always be grayed out and users will not be able to change the name. For the Projects table, ABR table and the Grant table, users will have the ability to create or change the names for those records.

Code Table, Description and Value Fields

The other fields on the Information table screen are Code tables, Description fields and Value fields. These fields will have labels that indicate their particular relationship to information required in a budget request. Later in this topic, we will walk through each of the fields for the Program, Projects, ABR, and Grant tables.

Note in the screen shot of the Program Information table some fields have labels relating to the Budget Instructions and other fields are blank. Those blank fields will not be used and they will appear gray. You will not be able to enter information into them.

Code table fields provide you with a pre-defined drop-down box with selections made by the user. Description and Value fields are free-form fields with the ability to enter between 18 and 48 characters in each field.

Embedded Object Icon

Each Information table has an Embedded Object icon located just to the right of the Code field in the upper left hand of the window. This Embedded Object icon allows users to attach one Microsoft file such as a Word or Excel file to each **BRASS** Information table record. We refer to this ability as “OLE” which stands for Object Linking and Embedding. The Commonwealth chose to use embedding rather than linking. Embedding a file in an Information table record means that the file resides within the **BRASS** database.

The files that you will attach, or embed, using the Embedded Object icon will be Microsoft Excel or Word files created by your agency or templates completed by your agency. Templates will be available on the OSBD website at www.osbd.state.ky.us.

Text Boxes

For the 2004-06 Budget request process, the Commonwealth chose to use the text boxes within each Information table record for limited uses. For many of the required reports that involve narrative information, such as the Program Narrative/Documentation Record: the A-4, and all of the B-4 Reports (Defined Calculation Growth and Additional Budget requests (New, Expansion, Fund Replacment), that information will be attached using the Embedded Object and a Microsoft Word document. We will cover each of the areas where the use of the Embedded Object will be required for an agency's biennial budget request.

The Program Information Table

The Program table in **BRASS** is comprised of the consolidating and non-consolidating Program codes for each agency. Since this table represents the components of each agency's budget request structure, the Program Information table will be used in two main ways:

- To answer some of the questions required on the Restricted Funds Record: Report E
- To attach the Program Narrative/Documentation Record: Report A-4 to each Program and Subprogram as well as for each appropriation unit and each Cabinet (where applicable).

Information Record

<div> <div>Save</div> <div>Cancel</div> </div>	
<div> <div>Info</div> <div>Text</div> </div>	
<div> <div>Program: 765BAA</div> <div>Type: Non-conso</div> </div>	
<div>Name: Budget & Policy Analysis</div>	
<div> <div>Acct No: 1300-765-BAA</div> <div>Leg Auth: KRS 187.325</div> </div>	
<div> <div>Rest Users: YES</div> </div>	

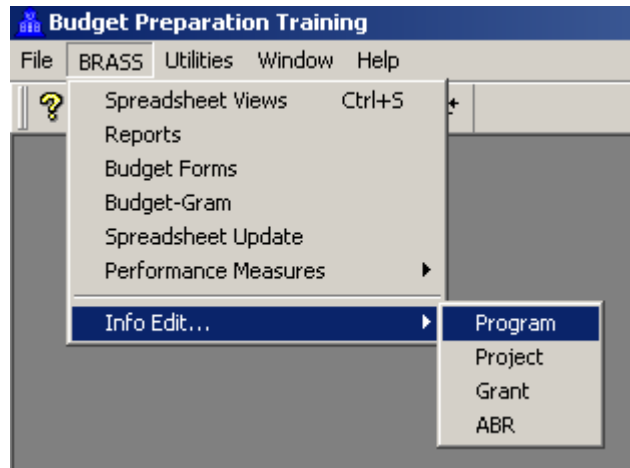
<div> <div>Save</div> <div>Cancel</div> </div>	
<div> <div>Info</div> <div>Text</div> </div>	
<div> <div>Program: 765BAA</div> <div>Name: Budget & Policy Analysis</div> </div>	
<div> <div>Text 1: RESTRICTED FUNDS DESCRIPTION</div> <div> <p>Program(s) that generates restricted funds:</p> <p>If you answered "Yes" to the Restricted Uses question on the Operating Budget Record E, then use this text box for the explanation.</p> <p><Ctrl>-<Enter> twice to enter a blank line between the text entries.</p> </div> </div>	
<div> <div>Text 2:</div> <div> <p>This text box is used to "Explain the current receipt structure, type, rate and any proposed changes during the 2004-06' biennium. Also, explain any rate/fee changes which have been implemented during the 2002-04 biennium. Identify the rate/fee change, the amounts affected and authority for change. Specifically identify and explain any rate/fee changes that were not incorporated in the 2002-2004 Biennial Budget as enacted by the 2003 General Assembly."</p> </div> </div>	

Use of the Program Information Table for the Operating Budget:
Restricted Funds Record Information

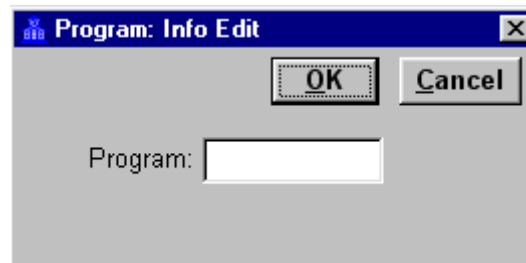
The Budget Instructions request this report to be completed for each Restricted fund, on-budget cash control account. The term “on-budget cash control account” means each ADVANTAGE Financial System cash control account for fund codes 1300 through 3800 in the Funds listing provided in Topic II. The vast majority of cash control accounts are at the **allotment level**. There are some at the **Program Budget Unit** (PBU) level. There is a Program Information table record for every on-budget cash control account. You will choose the appropriate Program code to enter this information in the Program Information table.

The information provided in each cash control account Program table record will be combined with the information from the historical data and from the E-Restricted Funds and E-Restricted Receipts budget forms to produce the E-Restricted Funds Record Report required in an agency’s budget request submission. They will be pulled together to appear like the **Restricted Funds Record: Record E Report** represented in the 2004-06 Budget Instructions.

Selecting the Appropriate Information Table



Accessing Info Edit



Let's do a walk-through of the Program Information table for the Restricted Funds information.

Accessing a Program Information Table Record

Like Budget Forms, **BRASS** Information table records are accessed through the main **BRASS** menu. There is an Outside of the Record screen and the Information table record itself much like the outside of a form and the inside of a form.

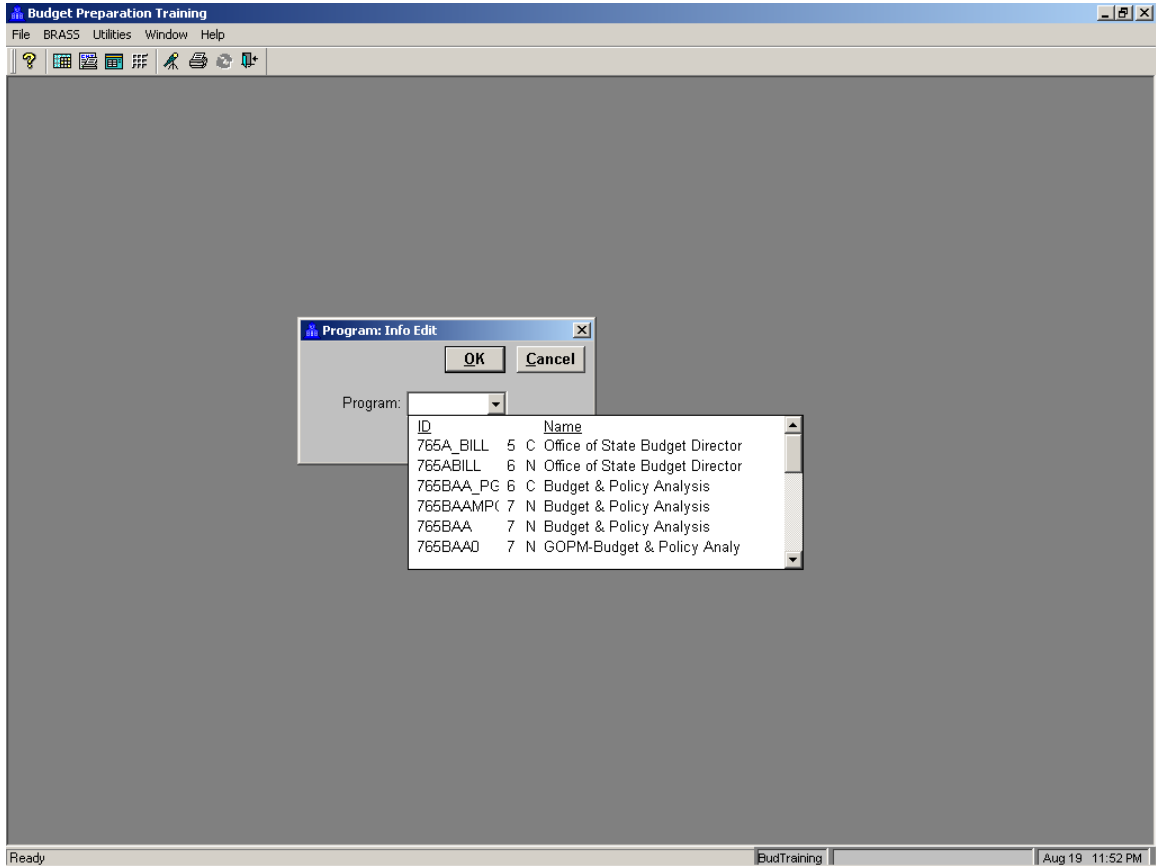
Step 1 Select - **BRASS**

Step 2 Select - **Info Edit**

Step 3 Select - **Program**

Step 4 A selection window appears with the label **Program: Info Edit**. The one field in the window provides you with a drop-down box to select the appropriate cash control account.

Accessing a Program Information Table Record



Always select the **BRASS** codes for non-consolidating (N) cash control account. You may recall that the Allotment account is always your three-character MARS Agency code + the three-character Allotment (AL) code. Example: 765BAA. If your cash account is at the PBU account level, then the PBU Program code in **BRASS** is the three-character MARS Agency code + the four-character PBU code. Example: 765BAA0. The Program drop-down box provides you with the ability to select any Program code. Never choose a C (Consolidating) code for the Restricted Funds information entry whether it is a Form or a Program Information table record.

Step 5 Click <OK>.

Field-by-Field Walkthrough

There are only a few items that are entered for each Restricted Fund on-budget cash account on each applicable Program Information table record. **BRASS** only allows a limited number of characters for field names in an Information table. This will help you interpret the **BRASS** field names to those items required by the Budget Instructions.

Name

The name of the Program record for each Restricted Fund on-budget cash account will be pre-defined already in the Program table. These are the titles of each cash control account.

Acct No - The Acct No field is a Description field.

Step 6 Enter Account Number in the **Acct No** field.
Example: 1300-765-BAA

Restricted Fund Cash Account Example

Budget Preparation Training

File BRASS Utilities Window Help

Info Text

Program: 765BAA Type: Non-conso

Name: Budget & Policy Analysis

Acct No: 1300-765-BAA

Leg Auth: KRS 187.325

Rest Users: YES

Ready BudTraining Aug 19 11:58 PM

Enter the account number for each on-budget cash account in this field in the following manner:

MARS Fund Code + MARS Agency Code + 3-character Allotment Code (or 4-character PBU Code).

Example 1: 1300-765-BAA

This is Office of State Budget Director – Budget & Policy Analysis Allotment account.

Example 2: 1300-765-BAA0

This is the Office of State Budget Director – Budget & Policy Analysis PBU account.

Leg Auth - The Leg Auth is a Description field.

Step 7 Enter Legal Authority description in the **Leg Auth** field.
Example: KRS 187.325

Enter the specific legal authority, which governs the receipt and expenditure of the Restricted Funds (statute, administrative regulation or action, rule, budget, etc.)

Rest Uses - The Rest Uses field is a Code table field.

Step 8 In the **Rest Uses** field, click on the right side of the field (in the white box) and a drop-down box appears with the choices to select.
Example: Select Yes

From this field you will select "Yes" or "No" to the Budget Instructions question whether these funds have Restricted Uses.

Step 9 In the upper left-hand side of the screen, click on the **Text tab**.

Text Tab and Fields

Save Cancel

Info Text

Program: 765BAA
Name: Budget & Policy Analysis

Text 1: RESTRICTED FUNDS DESCRIPTION

Program(s) that generates restricted funds:

If you answered "Yes" to the Restricted Uses question on the Operating Budget Record E, then use this text box for the explanation.

<Ctrl>-<Enter> twice to enter a blank line between the text entries.

Text 2: This text box is used to "Explain the current receipt structure, type, rate and any proposed changes during the 2004-06' biennium. Also, explain any rate/fee changes which have been implemented during the 2002-04 biennium. Identify the rate/fee change, the amounts affected and authority for change. Specifically identify and explain any rate/fee changes that were not incorporated in the 2002-2004 Biennial Budget as enacted by the 2003 General Assembly."

Step 10 In the **Text 1** field, answer the following questions: from Section I, the “**Restricted Funds Description**” and the “**Program(s) that generates restricted funds:**”. From Section II, **Restricted Uses: If yes, explain**”.

Step 11 Tab to the **Text 2** field. Enter the answer to the question at the bottom of the Restricted Funds Record in the Budget Instructions: “**V. Explain the current receipt structure, type, rate and any proposed changes during the 2004-06 biennium. Also, explain any rate/fee changes, which have been implemented during the 2002-04 biennium. Identify the rate/fee change, the amounts affected and authority for change. Specifically identify and explain any rate/fee changes that were not incorporated in the 2002-2004 Biennial Budget as enacted by the 2003 General Assembly by changes in the rates/fees, amounts affected, and legal authority.**”

IMPORTANT NOTE: The two text boxes in each Information table do not offer standard word processing features. **Hitting Enter will only save the information you entered.**

Tips on Entering Narrative in the Text Boxes:

- To insert a new line: Hit **<Ctrl><Enter>**
- To cut and paste information from a Microsoft document: Highlight information in the originating document, **Edit/Copy**, place cursor in **BRASS** text box at the desired location and **Control<V>** to paste the information. Take care to not overwrite information already entered into the text box.

Remember, the formatting of information pasted into a **BRASS** text box from elsewhere may appear different in the **BRASS** text box.

Step 12 When you are finished, click on **<SAVE>** and the information will be saved into the database and the Information table record will go away.

INFORMATION TABLES

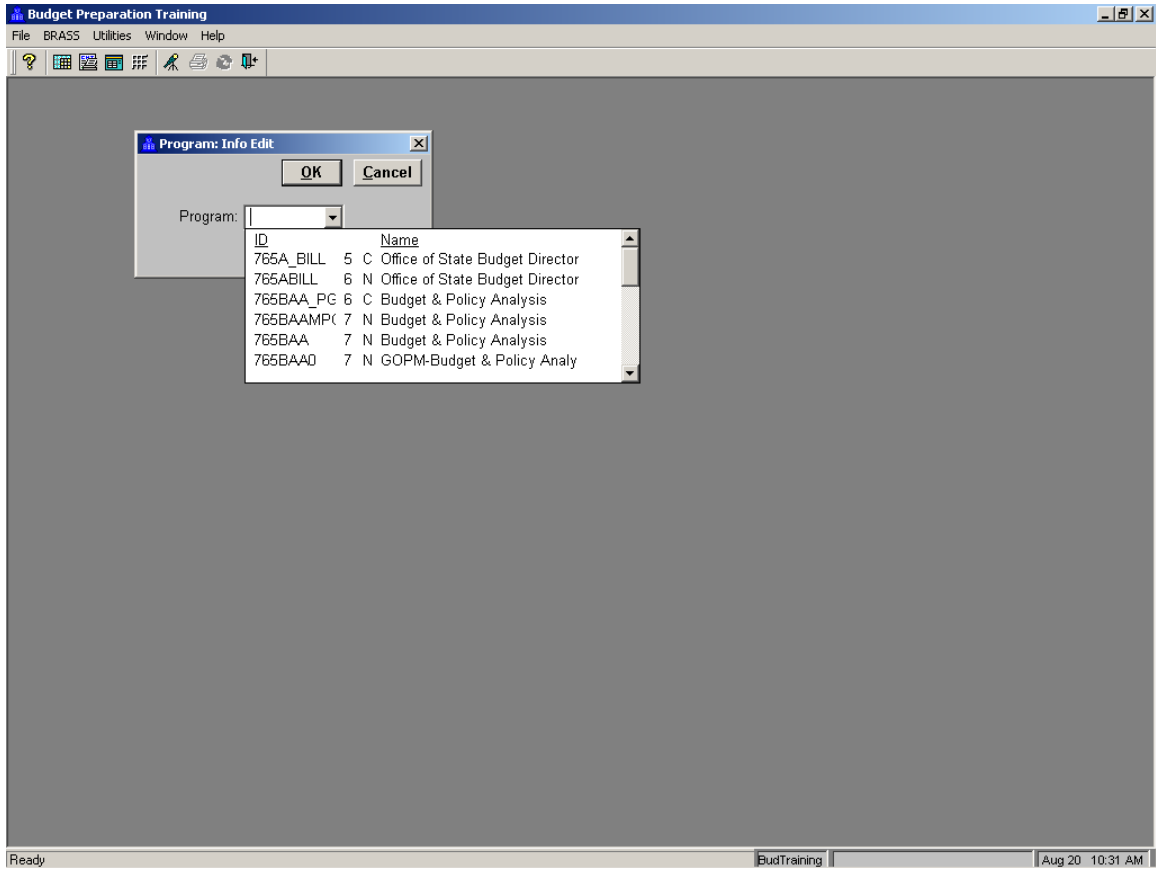
The information entered for each on-budget Restricted Fund cash account in the Program Information table will be combined with the fiscal information that came into **BRASS** from the historical data and the E forms information entered into the **BRASS** form for each on-budget Restricted Fund cash control account.

Program Information Table—Using the Embedded Object

The second use of the Program Information table for agency budget requests is to attach a Microsoft Word document for each A-4 Program narrative/Documentation record required in the Budget Instructions. A Microsoft Word template will be provided to each agency to use. There will be two types of A-4 templates: one for Programs/Subprograms that **do not** have any Discrete Activities/Units, and one for Programs/Subprograms that **do** have Discrete Activities/Units. Each agency, as in the past, may use its own Microsoft Word documents to satisfy the A-4 “electronic record” requirement. Attaching the A-4 record for each Program/Subprogram is required.

Since the attaching of a Microsoft Word document is a critical element of this portion of the Information Table topic, we will go through the steps of attaching a Microsoft Word document using the **Embedded Object** in the Program Information table.

Selecting the Appropriate Information Table



Attaching a Microsoft Word document to a record in the Program Information tables

The steps are the same for any of the other **BRASS** Information tables.

Important Note—

Attach the A-4 narrative/documentation to the following Program table records:

Cabinet Level Roll-up A-4

Select the Level 3 C (consolidating) record (CB33_CAB)

Appropriation Level Roll-up A-4

Select the Level 5 C (consolidating) record
(190_BILL)

Program Level Roll-up A-4

Select the Level 6 C (consolidating) record
(190BF_PG)

Subprogram Level Roll-up A-4


Select the Level 7 (consolidating) record
(736ZFA_SP)

Always select a Consolidating record for attaching the A-4 Microsoft Word document for each of the above levels. You will NEVER select a Non-consolidating record when attaching the A-4 document.

Information Edit Tables and OLE

Save Cancel

Info Text

Program: 765BAA_PG  Type: Consolidat

Name: Budget & Policy Analysis

Acct No: : : : :

Leg Auth: : : : :

: : : :

: : : :

Rest Users: : : : :

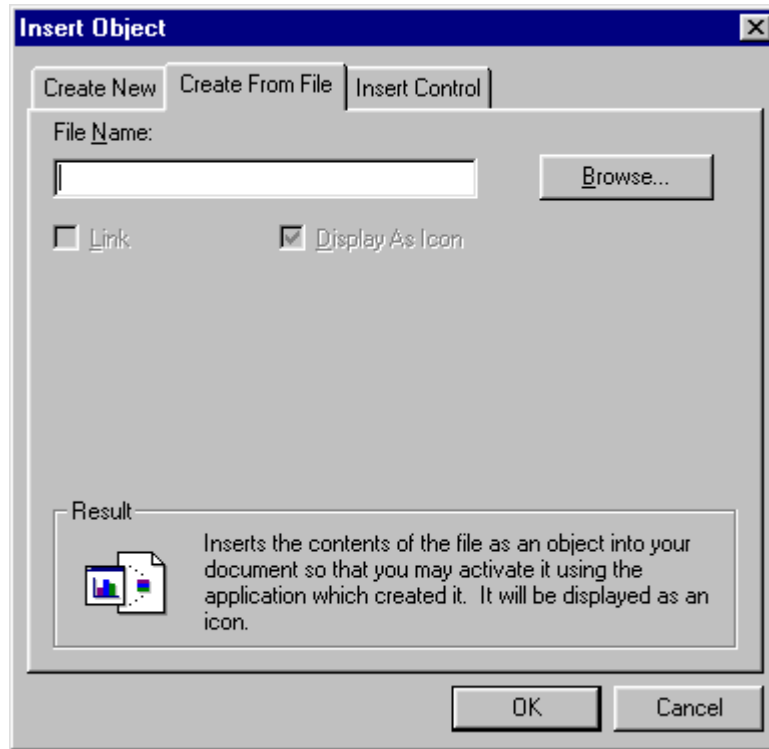
: : : :

: : : :

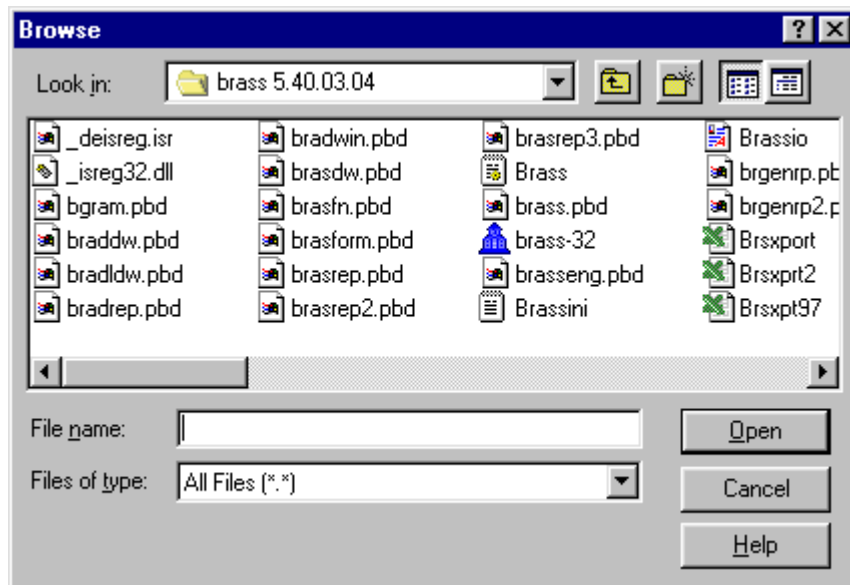
: : : :

: : : :

- Step 1** To attach an existing document on your desktop or shared directory, activate the Embedded Object by clicking on the small document-like icon located next to the Program code field. This should bring up the Insert Object screen.

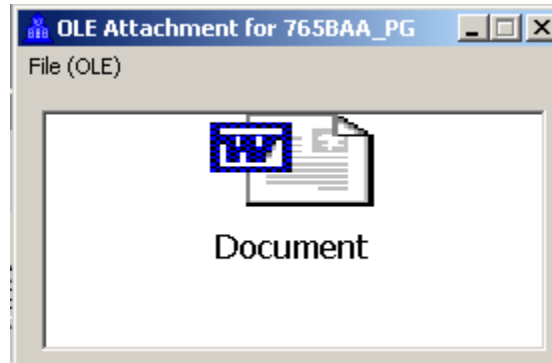


Step 2 Select the “**Create from file**” tab.



Step 3 Select the browse button and a browse window will appear that will allow you to navigate to the document file you wish to embed. Highlight the desired file and select “**Open.**”

Step 4 The filename you selected will now appear in the Filename field of the Insert Object screen.



Step 5 Click <OK>. The file is now embedded in the OLE.

The screenshot shows the 'OLE Attachment for 765BAA_PG' dialog box with the 'Info' tab selected. The dialog has a 'Save' button and a 'Cancel' button. Below the buttons, there are several fields and sections:

- Program:** 765BAA_PG
- Type:** Consolidat (dropdown menu)
- Name:** Budget & Policy Analysis
- Acct No.:** (text field)
- Leg Auth.:** (text field)
- Rest Users:** (text field)

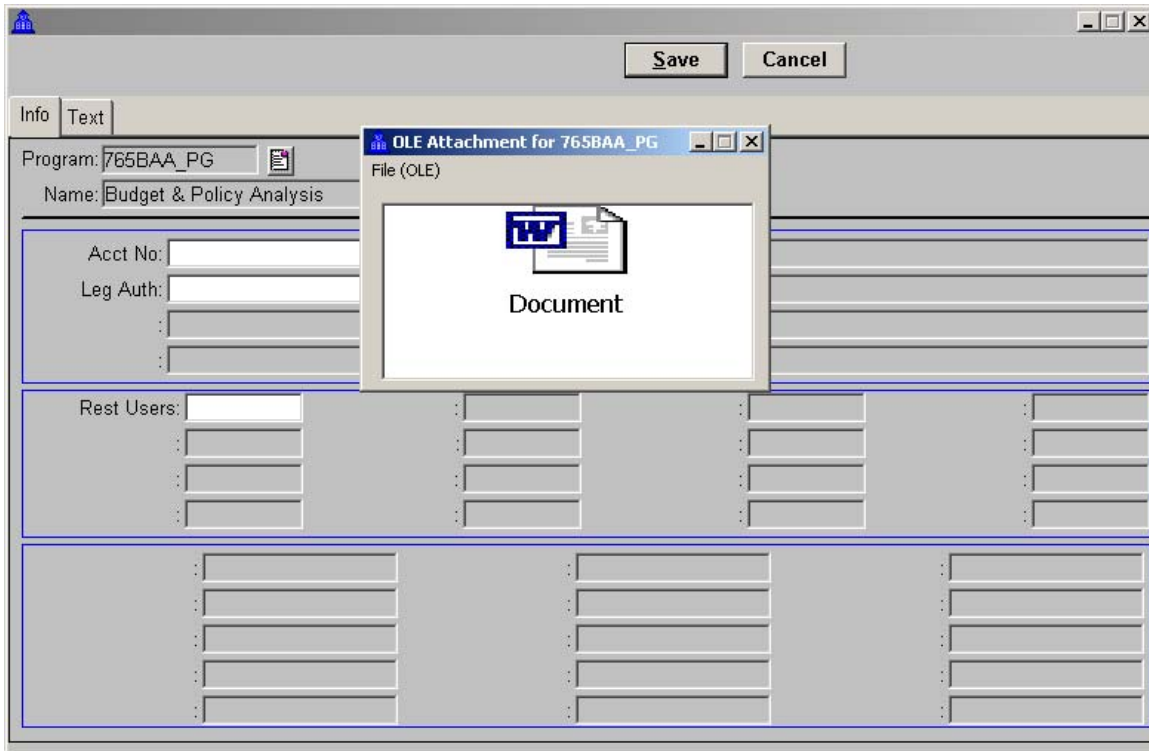
Below these fields, there are several rows of empty text fields, likely for additional user information or comments.

Step 6 In the OLE window, click <File> <SAVE and CLOSE>. The OLE window closes. Notice how the OLE icon changed appearance.

Step 7 Click <SAVE> on the Info Edit Record and the OLE screen will close.

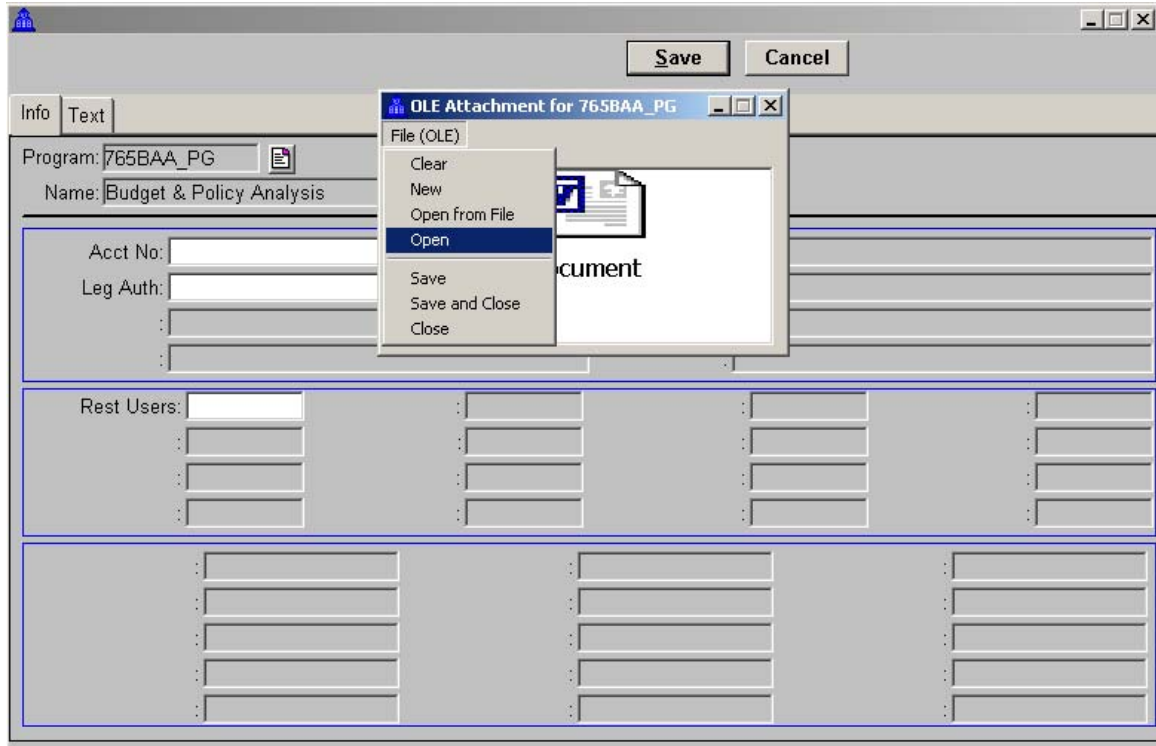
Accessing a Word Document already attached to an Information Record:

- Step 1** Select **Info Edit** from the **BRASS** main menu.
- Step 2** Select the appropriate information table (in this case Program). This should bring up the Info Edit entity record selection screen.



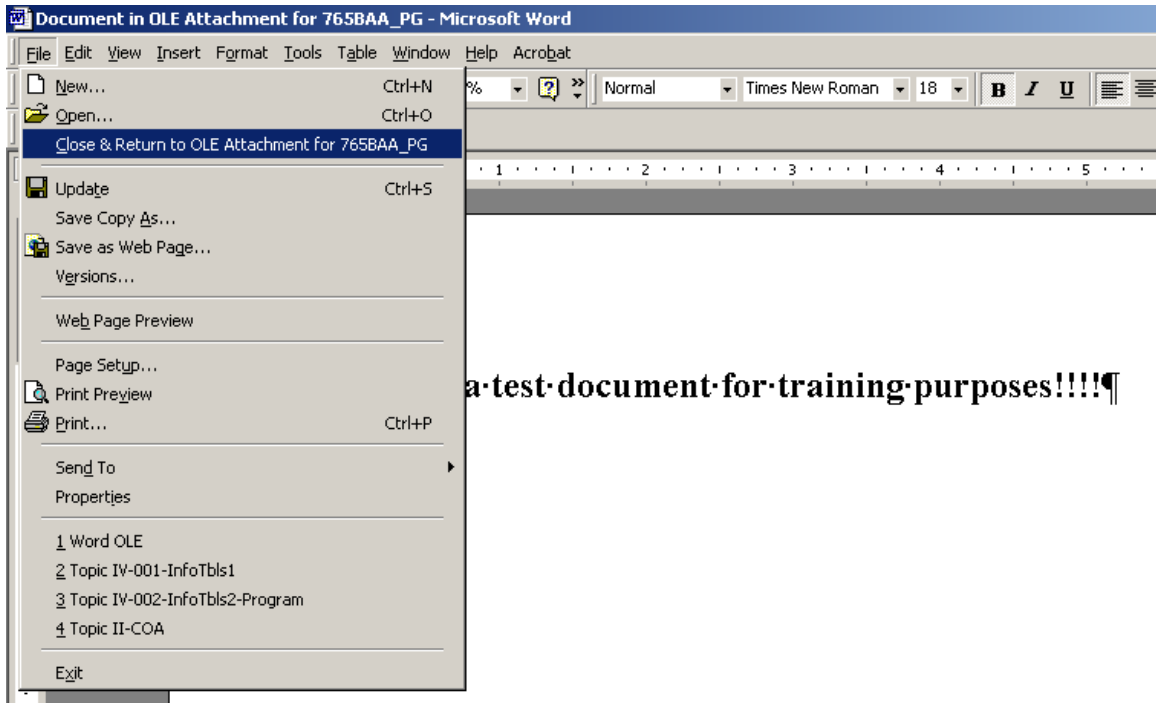
- Step 3** Select the appropriate Information Record/Entity by highlighting it within the drop-down box and clicking on <OK>. This will bring up the Information Record for the entity you selected. Notice that the document-like icon no longer appears blank.

INFORMATION TABLES



Step 4 **Single-click** on the Embedded Object icon to bring up the OLE window. Select <File(OLE)> - <Open> and the document will open.

INFORMATION TABLES



Step 5 Make any changes necessary and select <File> - <Close and Return to OLE Attachment> and this will close the “**Microsoft Word**” document.

Step 6 Select <File> - <Save and Close> to return to the Program Information Table window.

Step 7 Select <Save> to close the Program Information Table window and save any changes you have made.

Any changes made to an embedded document will not be reflected on other versions of the document located outside of BRASS.

2004-2006 KENTUCKY BRANCH BUDGET
Operating Budget Request: Federal Assistance Program Record
(All requested columns rounded to the nearest \$100)

OPERATING BUDGET RECORD G

Agency: _____
Appropriation Unit: _____

Governmental Branch:
Cabinet/Function:

FEDERAL SOURCE

Federal Program Title: Name
United States Code Cite: Code Cite
C.F.D.A. Number: CFDA #

Grantee: _____
P = Primary, S = Secondary, V = Vendor Relationship
Existing or New Program: Exist or New
Annual Grant Period: Grt Per
Account Title: AcctTitle
Grant Code Title: GrantCodeTitle

Grantee

BASIS FOR ESTIMATES - FEDERAL ACTIONS

TEXT BOX 1

PROGRAM TYPE

- | | | | |
|------------------|------------------|----------------|-------|
| 1. Formula Grant | <u>Prog Type</u> | 3. Block Grant | _____ |
| 2. Project Grant | _____ | 4. Contract | _____ |

USES/RESTRICTIONS of FUNDS

TEXT BOX 1

MATCH REQUIREMENTS

- | | | | | | | |
|------------------|--------------------|-------|---------------------------|------------|---------------------|-------|
| 1. Federal Share | Fed Share | 0.00% | 2. Source of State Share: | General | General | 0.00% |
| State Share | State Share | 0.00% | | Restricted | Restricted | 0.00% |
| Local Share | Local Share | 0.00% | | Road | Road | 0.00% |
| | | | | Other | Other Source | 0.00% |

- | | | | |
|-------------------------|----------------|-------|-----------------------|
| 3. Type of Match Share: | Direct Dollars | _____ | Direct Dollars |
| | In-Kind | _____ | In-Kind |
| | Indirect Costs | _____ | Indirect Cost |
| | Other | _____ | Other Match |

- | | | | | | |
|-------------------|-----------------------|----------------------|--------------------------|-----------------------|--------------------------|
| 4. Receipts/Match | FY2001-2002
Actual | FY 2002-03
Actual | FY 2003-04
(Estimate) | FY 2004-05 (Estimate) | FY 2005-06
(Estimate) |
|-------------------|-----------------------|----------------------|--------------------------|-----------------------|--------------------------|

Federal Reciepts

Form Objects:
GFEDREV

General
Restricted
Road

GGENREV
GRESREV
GROADREV

State Match Total

Budget Form

MAINTENANCE OF EFFORT (Required by Federal Law)

- | | | | |
|---|-------------|----------|-------------------------|
| A. Is State Maintenance of Fiscal Effort Required?: | Yes _____ | No _____ | MainEffort Req |
| B. Amount Required: | KFY 2003-04 | 0 | MainEffort FY 04 |
| | KFY 2004-05 | 0 | MainEffort FY 05 |
| | KFY 2005-06 | 0 | MainEffort FY 06 |

FEDERAL FUNDS

BUDGET SUMMARY

(A) Resources:

Grant Award - Existing Program	Form Objects: GAEXIST	0	0	0	0	0
Grant Award - New Program	GANEW	0				0
Total Resources		0				0

(B) Expenditures:

Baseline Budget Expenditures	GBLEXP					
Defined Calculations Expenditure	GDCEXP					
Growth Budget Expenditures	GBBEXP	0	0	0	0	0
Additional Budget Exoenditures	GABREXP	0	0	0	0	0
Total Expenditures		0	0	0	0	0

GRANT DESCRIPTION

Description:

TEXT BOX 2

The Grant Information Table

You will use the Grant Information table to enter information for each Federal Assistance Program Record. This information will be combined with the G Budget form data to provide the G form Report required in your agency budget request. You will enter a lot more information on the Grant Information table record than in years' past.

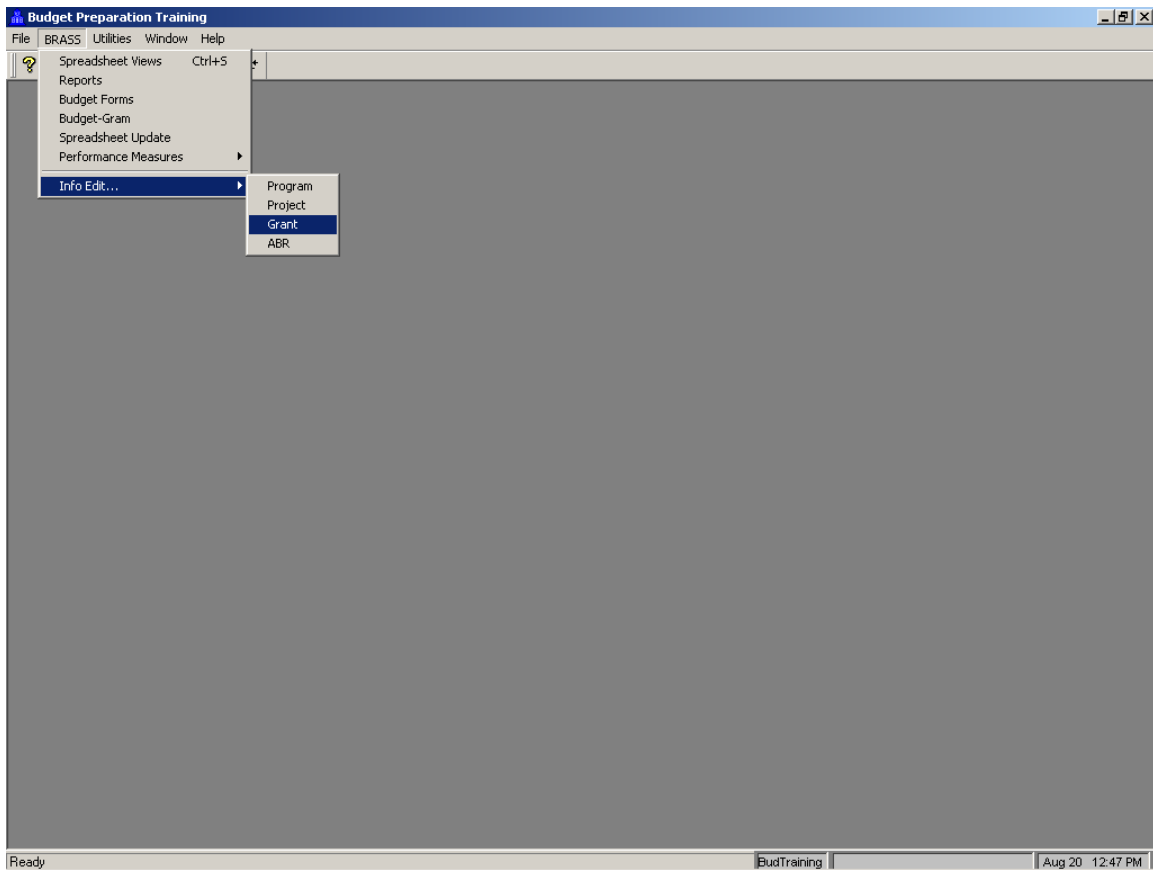
The Grant table in **BRASS** is comprised of consolidating and non-consolidating Grant records for each agency. As we covered in Topic II, the top five levels of the Grant table are the same as the top five levels in the Program table (from Statewide through the Appropriation unit “_BILL”). The level 6 N (Non-consolidating) records are the records you will select when using the Grant Information table.

The Grant Information table will be used to enter and report the majority of the information required on the Federal Assistance Program Record (G Report).

The Operating Budget: Federal Assistance Program, Report G, requires that agencies provide information for prior years, the current year and the two requested years for each Federal Assistance Program.

Let's do a walk-through of the Grant Information table for the Federal Assistance Program Record information.

Accessing Grant Information Table Record



Like Budget Forms, **BRASS** information table records are accessed through the main **BRASS** menu. There is an Outside of the Record screen and the information table record itself—much like the outside of a form and the inside of a form.

- Step 1** Select **BRASS**
- Step 2** Select **Info Edit**
- Step 3** Select **Grant**
- Step 4** A selection window appears with the label **Grant: Info Edit**. The one field in the window provides you with a drop-down box to select the appropriate Grant information table record.

Always select the **BRASS** codes for the Non-consolidating “**G**” **Form record**. The Grant coding design for selecting these records in the Grant information table is: MARS Agency code + G + a numeric code.

EXAMPLE: 590G01 OR 590G02 OR 590G03.

Grant Information Edit

Info		Text	
Grant: 765AG01		Type: Non-conso	
Name: Federal Fiscal Relief			
Code Cite:	20 USC 2048	GrantCodeTitle:	Federal Fiscal Relief
CFDA #:	33.004a	:	
Grt Per:	July-June	:	
AcctTitle:	765-G1234/01/Z	:	
Grantee:	P	:	
Exist or New:	N	:	
Prog Type:	B	:	
MainEffort Req:	NO	:	
Fed Share:		General:	
State Share:		Restricted:	
Local Share:		Road:	
:		Other Source:	
MainEffort FY04:		MainEffort FY05:	
		Direct Dollars:	
		In-Kind:	
		Indirect Cost:	
		Other Match:	
		MainEffort FY06:	

Step 5 Click **OK**

The information table appears for the Grant record selected.

BRASS only allows a limited number of characters for field names in an information table. The following will help you interpret the **BRASS** field names to those items required by the Budget Instructions.

Name You will need to name the Federal Assistance Program (G record) the first time you enter the information record. The **Name** field is the title for each Federal Assistance Program (G record).

Description Fields:

Code Cite Enter the United States Code (USC) statutory reference. Example: 24 USC 1070.

CFDA# Enter the Catalog of Federal Domestic Assistance Number in the **CFDA#** field. Example: 84.002A

Grt Per. Enter the annual Grant Period for the grant. Example: July-June or October-September.

AcctTitle Enter the Grant title from the ADVANTAGE Project table.

GrantCodeTitle Enter the Grant code from the ADVANTAGE Project table. Example: G1234/01/Z (Project/Subproject/Phase).

Code Table Fields:

Grantee Choose **P=Primary**, **S=Secondary**, or **V=Vendor** from the drop-down box selections provided.

Exist or New Choose **Exist or New** (Existing Program or New Program) from the drop-down box selections provided.

Prog Type Choose the Program Type: **F=Formula Grant**, **P=Project Grant**, **B=Block Grant**, or **C=Contract**. from the drop-down box selections provided

MainEffort Req Maintenance of Effort Required? Choose **Yes** or **No**.

INFORMATION TABLES

Value Fields:

Fed Share	Enter the Federal Share (%) for matching grants.
State Share	Enter the State Share (%) for matching grants.
Local Share	Enter the Local Share (%) for matching grants.
General	Enter the % of State Share from General Funds.
Restricted	Enter the % of State Share from Restricted Funds.
Road	Enter the % of State Share from Road Funds.
Other Source	Enter the % of State Share from Other Funds.
Direct Dollars	Answer "Yes" or "No" if some of the State Share comes from Direct Dollars.
In-Kind	Answer "Yes" or "No" if some of the State Share comes from In-Kind expenditures.
Indirect Cost	Answer "Yes" or "No" if some of the State Share comes from Indirect Cost expenditures.
Other Match	Answer "Yes" or "No" if some of the State Share comes from Other sources.
MainEffort FY04	If Maintenance of Effort is required, enter the amount required for state fiscal year 2003-04.
MainEffort FY05	If Maintenance of Effort is required, enter the amount required for state fiscal year 2004-05.
MainEffort FY06	If Maintenance of Effort is required, enter the amount required for state fiscal year 2005-06.

INFORMATION TABLES

The information entered for each Federal Assistance Record (G record) in the Grant information table will be combined with the G form information entered into **BRASS** forms for each Federal Assistance Record.

There will be no Embedded Object use for Grant Table Records this biennium.

Additional Budget Request (ABR) Information Edit

<div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>			
<div> <div>Info</div> <div>Text</div> </div>			
ABR: 765ADC01		Type: Non-conso	
Name: DC-Policy and Budget Analysis			
:		:	
:		:	
:		:	
:		:	
Request Type: DC		:	
:		:	
:		:	
:		:	
ABR-Cab Rank:		:	
ABR-AG Rank: 01		:	
:		:	
:		:	
:		:	

ABR Information Table (Additional Budget Request)

The ABR information table contains the records for each Operating Budget-Additional Budget Request item: Defined Calculations, Growth or Additional Budget Request.

Information will need to be reported in the information table for each additional budget request item (6N). Included on the ABR information table is the request title, request type, the cabinet and agency priority rankings and an embedded OLE containing the B4 Additional Budget Request: Program Narrative/Documentation Record.

The following information will aid you in completing the ABR Information Table:

- | | |
|---------------------|---|
| Name | Enter the Additional Budget Request Title. |
| Request Type | Select from the options available in the drop-down menu. |
| ABR-Cab Rank | Enter the cabinet-wide priority ranking assigned. Omission of the rank will indicate the absence of priority value. All Defined Calculations requests must be ranked #1. Each Growth request must be ranked at the Cabinet level as a #2 followed by an alpha suffix, example: 2A, 2B, 2C, etc. |
| ABR-AG Rank | Enter the agency priority ranking assigned. Omission of the rank will indicate the absence of priority value. All Defined Calculations requests must be ranked #1. For Independent agencies, each Growth request must be ranked #2 followed by an alpha suffix, example: 2A, 2B, 2C, etc. For agencies that are a part of a Cabinet organizational structure only the rank of #2 is required. |

**2004-2006 KENTUCKY BRANCH BUDGET
CAPITAL BUDGET REQUEST: CAPITAL PROJECT RECORD
(All dollar amounts rounded to the next \$1,000)**

Capital Budget Record CBR-02

Branch:

Cabinet/Function:

Agency:

Appropriation Unit:

Project Title:

Project Info Edit - Name Field (6-Year Plan Title)

BRASS Project Number:

PRIORITY

	Capital Budget Request	Six Year Capital Plan 2002-2004
Cabinet:	CBR Cab Rank	6yr Cab Rank (6-Year Plan)
Agency:	CBR AG Rank	6yr AG Rank (6-Year Plan)

PROJECT DOCUMENTATION

Location (County): *County (6-Year Plan)*

Location (ADD): *Area Dev Dist*

Reauthorization - Regular Capital Project: Is this a currently authorized project which is being requested for reauthorization and/or additional funding?

Reauth? (6-Year Plan only if project requested additional funding)

(No | Yes, Reauthorization Only | Yes, Additional Funding)

If "Yes, Additional Funding", provide the following information:

ADVANTAGE Project Number (Fund, Agency, AP, AL, PBU):

ADV Proj#

New Total Project Cost: \$

Project Cost

Capital Project Type: *Project Type*

Project Description

(Narrative) *Text Box 1*

Universities Only: Primary Program Purpose

PrPrgPurp

Proposed Heat/Air Conditioning Fuel Type

Fuel Type (If other is selected, Fuel Other must also be completed)

Previous Request(s): Has this item been requested in a prior biennial budget request?

(Yes | No)

If yes, identify the biennium/biennia; the project name(s); and the Cabinet/Agency.

PrevReq (6-Year Plan)

**Previous Req
(6-Year Plan)**

PROJECT BUDGET

Has this project been reviewed by the Department for Facilities Management?:

(Yes | No | N/A)
Facilities Mgmt

	Current Authorization	Requested FY 2001-02	Requested FY 2002-03	Requested FY 2003-04	Requested Total
Fund Source	BRASS - Capital Request by Fund Source Form				
General Fund	(6-Year Plan)				
Tobacco Settlement-Phase I					
Total General Fund					
Restricted Funds					
Federal Funds					
Bond Funds					
Road Fund					
Agency Bonds					
Other (specify)					
Total Funds					

Cost Elements	BRASS - Capital Request Expenditures Form
Land Acquisition	(6-Year Plan)
Site Survey/Preparation	
Project Design	
Construction Costs	
Movable Equipment/Furniture	
Contingency Expense	
Other	
Total Costs	

Method of Procurement (Acquisitions Only):

(Purchase | Lease-Purchase | Other)

Proc Method (If other is selected, then ProcMeth must also be completed)

(6-Year Plan)

IMPACT ON OPERATING BUDGET

Completion Date: (Mo/Yr)

Comp Date (6-Year Plan)

**First Full Year
of Operations**

Fund Source	BRASS - Capital Request by Fund Source Form
General Fund	
Tobacco Settlement-Phase I	
Total General Fund	
Restricted Funds	
Federal Funds	
Road Fund	
Other	
Total Funds	

Operating Budget Priority

Cabinet: **OB Cab Priority**
Agency: **OB AG Priority**

UNIVERSITIES ONLY:***CBR-02 Template***

Type of Space to be Addressed by this Project:

Basis in/Reference to Campus Master Plan

(Narrative)

Basis in/Reference to Institution Plan

(Narrative)

Basis in/Reference to Statewide Strategic Plan

(Narrative)

Space Summary

Use	Current	New	Exp/Add/Alter	Renov
Classroom (100)				
Class Lab (200-229)				
Research (230-299)				
Office (Fac/Admin) (300)				
Study (400)				
Special Use (500)				
General Use (600)				
Support Facilities (700)				
Hospital/Medical Center (800)				
Residential (900)				
Nonassignable (WWW/XXX/YYY/ZZZ)				
Other (specify)				
Total Gross Square Footage				

**2004-2006 KENTUCKY BRANCH BUDGET
CAPITAL BUDGET REQUEST: CAPITAL EQUIPMENT RECORD
(All dollar amounts rounded to next \$1,000)**

Capital Budget Record CBR-03

Branch:
Cabinet/Function:
Agency:
Appropriation Unit:
Equipment Title: *Project Info Edit - Name Field (6-Year Plan Title)*
BRASS Project Number:

PRIORITY

	Capital Budget Request	Six Year Capital Plan 2002-2004
Cabinet:	<i>CBR Cab Rank</i>	<i>6yr Cab Rank (6-Year Plan)</i>
Agency:	<i>CBR AG Rank</i>	<i>6yr AG Rank (6-Year Plan)</i>

EQUIPMENT DOCUMENTATION

Location (County): *County (6-Year Plan)*

Location (ADD): *Area Dev Dist (6-Year Plan)*

Equipment Description

(Narrative) *Text Box 1 (6-Year Plan)*

Previous Request(s): Has this item been requested in a prior biennial budget request?

(Yes | No)

If yes, identify the biennium/biennia; the project name(s); and the Cabinet/Agency

***Previous Req
(6-Year Plan)***

(Narrative) *PrevReq (6-Year Plan)*

EQUIPMENT BUDGET

	FY 2001-02	FY 2002-03	FY 2003-04		
Quantity of Identical Units:	<i>QIU 01-02</i>	<i>QIU 02-03</i>	<i>QIU 03-04</i>		
Equipment Price per Unit:	<i>EPPU 01-02</i>	<i>EPPU 02-03</i>	<i>EPPU 03-04</i>		
	Current Authorization	Requested FY 2001-02	Requested FY 2002-03	Requested FY 2003-04	Requested Total
Fund Source	<i>BRASS - Capital Request by Fund Source Form (6-Year Plan)</i>				
General Fund					
Tobacco Settlement-Phase I					
Total General Fund					
Restricted Funds					
Federal Funds					
Bond Funds					
Road Fund					
Agency Bonds					
Other					
Total Funds					

Method of Procurement (Acquisitions Only): (Purchase | Lease | Lease-Purchase | Other)

***Proc Method (If other is selected, then ProcMeth must also be completed)
(6-Year Plan)***

IMPACT ON OPERATING BUDGET

Acquisition Date: (Mo/Yr)

Acq Date (6-Year Plan)

First Full Year
of Operations

Fund Source

General Fund
Tobacco Settlement-Phase I

Total General Fund

Restricted Funds
Federal Funds
Road Fund
Other

Total Funds

BRASS - Capital Request by Fund Source Form

Operating Budget Priority

Cabinet: *OB Cab Priority*

Agency: *OB AG Priority*

UNIVERSITIES ONLY

Indicate the primary program purpose(s) for which the equipment will be used:

Prog Purpose -- If other is selected, PrPrgPurp must also be completed

Is this equipment to be funded with budgeted fund balances (Operating Budget)?:

(Yes | No)

Fund Balance?

Is this equipment to be funded with budgeted capital outlay (Operating Budget)?:

(Yes | No)

Capital Outlay?

2004-2006 KENTUCKY BRANCH BUDGET
CAPITAL BUDGET REQUEST: CAPITAL INFORMATION TECHNOLOGY SYSTEM RECORD
(All dollar amounts rounded to next \$1,000)

Capital Budget Record CBR-04

Branch:

Cabinet/Function:

Agency:

Appropriation Unit:

Equipment Title: *Project Info Edit - Name Field (6-Year Plan Title)*

BRASS Project Number:

PRIORITY

	Capital Budget Request	Six Year Capital Plan 2002-2004
Cabinet:	CBR Cab Rank	6yr Cab Rank (6-Year Plan)
Agency:	CBR AG Rank	6yr AG Rank (6-Year Plan)

SYSTEM PROJECT DOCUMENTATION

Reauthorization - Regular Capital Project: Is this a currently authorized project which is being requested for reauthorization and/or additional funding? *Reauth? (6-Year Plan only if project requested additional funding)*

(No | Yes, Reauthorization Only | Yes, Additional Funding)

If "Yes, Additional Funding", provide the following information:

ADVANTAGE Project Number (Fund, Agency, AP, AL, PBU):	ADV Proj#
New Total Project Cost: \$	Project Cost

Project Description

(Narrative) *Text Box 1 (6-Year Plan)*

Universities Only: Primary Program Purpose

PrPrgPurp

Previous Request(s): Has this item been requested in a prior biennial budget request?

(Yes | No)

If yes, identify the biennium/biennia; the project name(s); and the Cabinet/Agency.

(Narrative) *PrevReq (6-Year Plan)*

**Previous Req
(6-Year Plan)**

PROJECT BUDGET

	Current Authorization	Requested FY 2001-02	Requested FY 2002-03	Requested FY 2003-04	Requested Total
Fund Source	<i>BRASS - Capital Request by Fund Source Form</i>				
General Fund	<i>(6-Year Plan)</i>				
Tobacco Settlement-Phase I					
Total General Fund					
Restricted Funds					
Federal Funds					
Bond Funds					
Road Fund					
Agency Bonds					
Other					
Total Funds					

Method of Procurement (Acquisitions Only): (Purchase | Lease | Lease-Purchase | Other)
Proc Method (If other is selected, then ProcMeth must also be completed)
(6-Year Plan)

IMPACT ON OPERATING BUDGET

Completion Date: (Mo/Yr) ***Comp Date (6-Year Plan)***

	First Full Year of Operations
Fund Source	<i>BRASS - Capital Request by Fund Source Form</i>
General Fund	
Tobacco Settlement-Phase I	
Total General Fund	
Restricted Funds	
Federal Funds	
Road Fund	
Other	
Total Funds	

Operating Budget Priority

Cabinet: ***OB Cab Priority***
Agency: ***OB AG Priority***

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**2004-2006 KENTUCKY BRANCH BUDGET
CAPITAL BUDGET REQUEST: REAL PROPERTY RECORD
(All dollar amounts rounded to next \$1,000)**

Capital Budget Record CBR-05

Branch:
Cabinet/Function:
Agency:
Appropriation Unit:
Lease Title: *Project Info Edit - Name Field*
BRASS Project Number:

PRIORITY

	Capital Budget Request
Cabinet:	CBR Cab Rank
Agency:	CBR AG Rank

LEASE DOCUMENTATION

Facilities Management PR#: *FM Pr#*
Location (County): *County*
Location (ADD): *Area Dev Dist*
Lease Type: *Project Type*

Lease Description and Justification:

(Narrative) *Text Box 2*

Previous Request(s): Has this item been requested in a prior biennial budget request?
If yes, identify the biennium/biennia; the project name(s); and the Cabinet/Agency.
(Narrative) *PrevReq*

(Yes | No)
Previous Req

LEASE FEATURES

Specialized Project Requirements

(Narrative) *Text Box 1*

Relationship to Existing Space

(Narrative) *Text Box 1*

Project Information Table (Capital Budget Request)

The Project information table contains the records for each Capital Budget Request item. Capital Budget items contained in the 6-Year Capital Plan as of July 21, 2003 have been included in the Project information table.

The Project information table contains numerous fields necessary to complete **CBR-02, CBR-03, CBR-04** or **CBR-05** reports. Information available from the 6-Year Capital Plan has been pre-populated on the information table for each capital project (6N).

INFORMATION TABLES

The following information will aid you in completing the Project information table:

Name Enter the Project Title.

Description Fields:

Prev Req CBR02, 03, 04 and 05 - If the item was requested in a prior biennial budget, identify the biennium/biennia; the project name(s); and the Cabinet/Agency. (Populated by the 6-Year Plan data)

Comp Date CBR04 - Enter the anticipated completion date of the project. Example: Project to be completed in August, 2005 – enter 08/05. (Populated by the 6-Year Plan data)

Acq Date CBR03 - Enter the anticipated acquisition date of the equipment or information technology. Example: Equipment to be purchased in August, 2005 – enter 08/05. (**Not** Populated by the 6-Year Plan data)

FM Pr# CBR05 - Identify the PR# in the Facilities Management Database if this is an existing lease. (**Not** Populated by the 6-Year Plan data)

PrPrgPurp CBR03-04 - Universities Only – indicate the primary program purpose(s) for which the equipment will be used if “Other” was selected in the code table labeled **Prog Purpose**. (**Not** Populated by the 6-Year Plan data)

Fuel Other CBR-02 - If “Other” is selected as the Proposed Heat/Air Conditioning Fuel Type, identify the “Other” fuel type. (Populated by the 6-Year Plan data)

INFORMATION TABLES

Code Fields: – for these fields select from the list available on the drop-down screen for each field.

Form Type CBR02, 03, 04 and 05 - Select the CBR form type. (Populated by the 6-Year Plan data).

County CBR02, 03 and 05 - Select the county in which the project will be located. (Populated by the 6-Year Plan data).

Area Dev Dist CBR02, 03 and 05 – Select the Area Development District in which the project will be located. (Populated by the 6-Year Plan data).

Reauth? CBR02 and 04 - Identify if this is a currently authorized project that is being requested for reauthorization and/or additional funding. (Populated by the 6-Year Plan data).

Project Type CBR02 and 04 - Identify the project/lease type, based on the definitions provided in Table 3 and 6, Appendix C of the 2004-2006 Branch Budget Request Manual. (**Not** Populated by the 6-Year Plan data).

Fuel Type CBR02 - Identify the Proposed Heat/Air Conditioning Fuel type. (Populated by the 6-Year Plan data).

Previous Req CBR02, 03, 04 and 05 - Identify if the item has been requested in a prior biennial budget request. (Populated by the 6-Year Plan data).

Facilities Mgmt CBR02 and 04 - Identify if the project has been reviewed by the Department for Facilities Management. (**Not** Populated by the 6-Year Plan data).

Proc Method CBR02, 03 and 04 - For acquisitions only, identify how the property or structure will be acquired. (Populated by the 6-Year Plan data).

Prog Purpose CBR03 and 04 - Universities Only – indicate the primary program purpose(s) for which the equipment will be used. (**Not** Populated by the 6-Year Plan data).

Fund Balance? CBR03 - Universities only – indicate if the equipment is to be funded with budgeted fund balances (Operating Budget). (**Not** Populated by the 6-Year Plan data).

Capital Outlay? CBR03 - Universities only – indicate if the equipment is to be funded with budgeted capital outlay (Operating Budget). (**Not** Populated by the 6-Year Plan data).

Value Fields:

CBR Cab Rank CBR02, 03, 04 and 05 - Enter the cabinet roll-up priority or the Council on Postsecondary Education system-wide priorities for the Capital Budget Request. (**Not** Populated by the 6-Year Plan data).

CBR Ag Rank CBR02, 03, 04 and 05 - Enter the agency or university priority number for the Capital Budget Request. (**Not** Populated by the 6-Year Plan data).

6yr Cab Rank CBR02, 03 and 04 - Enter the cabinet priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data).

6yr AG Rank CBR02, 03 and 04 - Enter the agency priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data).

ADV Proj# CBR02 and 04 - If the project is currently authorized and additional funding is requested, enter the ADVANTAGE Project Number (Fund, Agency, AP, AL, PBU). (**Not** Populated by the 6-Year Plan data).

Project Cost CBR02 and 04 - If the project is currently authorized and is being requested for additional funding, enter the new Total Project Cost. (**Not** Populated by the 6-Year Plan data).

OB Cab Priority CBR02, 03 and 04 - Enter the Operating Budget rank number assigned by the cabinet head. (**Not** Populated by the 6-Year Plan data).

OB AG Priority CBR02, 03 and 04 - Enter the Operating Budget rank number assigned by the agency official. (**Not** Populated by the 6-Year Plan data).

QIU 03-04 CBR03 - For equipment, enter the Quantity of Identical Units for FY 03-04. (**Not** Populated by the 6-Year Plan data).

QIU 04-05 CBR03 - For equipment, enter the Quantity of Identical Units for FY 04-05. (**Not** Populated by the 6-Year Plan data).

QIU 05-06 CBR03 - For equipment, enter the Quantity of Identical Units for FY 05-06. (**Not** Populated by the 6-Year Plan data).

EPPU 03-04 CBR03 - For equipment, enter the Equipment Price per Unit for FY 03-04. (**Not** Populated by the 6-Year Plan data).

EPPU 04-05 CBR03 - For equipment, enter the Equipment Price per Unit for FY 04-05. (**Not** Populated by the 6-Year Plan data).

INFORMATION TABLES

EPPU 05-06 CBR03 - For equipment, enter the Equipment Price per Unit for FY 05-06. (**Not** Populated by the 6-Year Plan data).

Project Information Edit

Save Cancel

Info Text

Program: 765A0002
Name: New Budget Information System

Text 1: Enter a detailed description comparable to the detailed description and justification as required by the 6-Year Capital Plan.

Text 2: Using a maximum of two or three sentences, describe what the project is and why it is needed. This narrative should be suitable for publication later in budgeting documents.

Text Boxes

Text Box 1 Enter a detailed description comparable to the detailed description and justification as required by the 6-Year Capital Plan. (Populated by the 6-Year Capital Plan data). For Real Property Leases, enter the Lease Features: Specialized Project Requirements and Relationship to Existing Space.

Text Box 2 Using a maximum of two or three sentences, describe what the project is and why it is needed. This narrative should be suitable for publication later in budgeting documents. (Populated by the 6-Year Capital Plan data). For Real Property Leases, enter the Lease Description and Justification.

OLE

For University construction projects and Capital Leases, an embedded object will be required. Universities will be required to attach a **Word Document** that provides information on the “Type of Space to be Addressed by This Project” for the CBR-02.

Topic 5 – Reports

The purpose of this topic is to teach you to use **BRASS** Reports in the submission of your Agency Budget Request.

Topic Objectives

After completing this topic, you will be able to:

- Discuss how **BRASS** Reports meet the requirements for submitting an agency budget request,
- Access standard **BRASS** Reports,
- Understand the selection screen for Reports with your specifications, and
- Print Reports

The 2004-06 Budget Instructions specify the reports that are required for a completed and compliant agency biennial budget request. The **BRASS** Reports provide the bulk of the required contents of agency budget requests.

The reports in the **BRASS** Report Selection Screen are:

Baseline Budget Request

- Financial Record: Report A-1/A-2
- Expenditure Detail Record: Report A-3
- Personnel Budget Summary Record: Report A-5
- Restricted Funds Summary Record: Report D
- Restricted Funds Record: Report E
- Federal Funds Summary Record: Report F
- Federal Assistance Program Record: Report G

Additional Budget (Defined Calculations, Growth, and All Other)

- Financial Record: Report B-1/B-2
- Expenditure Detail Record: Report B-3
- Growth-Position Detail Record: Record GB-5, page 1.

Operating Budget Summary

- Financial Summary Record: Report C-1/C-2
- Expenditure Detail Summary Record: Report C-3
- Base + Def Calc Record C-1/C-2 (not required for submission)
- Base + Def Calc Record C-3 (not required for submission)

Capital Budget Request

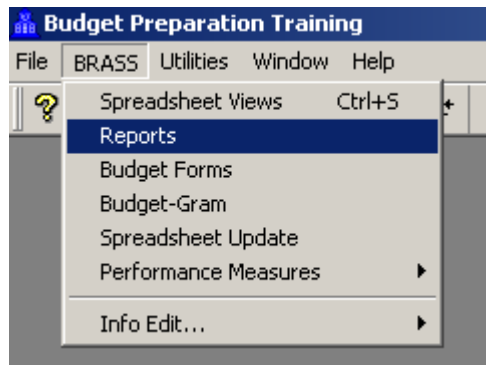
- Project Summary Record: CBR-01
- Capital Project Record: Report CBR-02
- Capital Equipment Record: Report CBR-03
- Capital Information Technology System Report CBR-04
- Real Property Lease Record: Report CBR-05

REPORTS

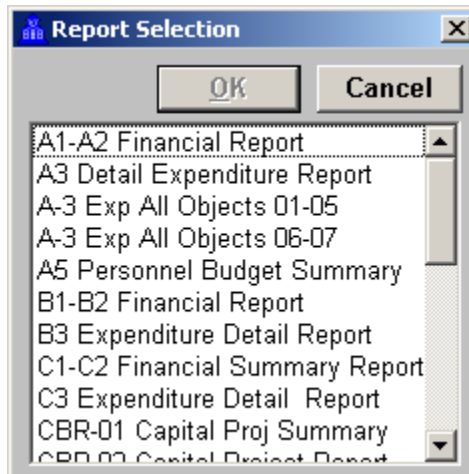
Don't Forget: other information in **BRASS** that must also be printed and submitted as a part of your budget request:

- Program Narrative/Documentation Record: Report A-4 (attached as OLE in Program Table)
- Program Narrative/Documentation Record: Report B-4 (attached as OLE in ABR Table)

Accessing BRASS Reports



Report Selection Screen



Report Definition Screen



Accessing BRASS Reports

- Step 1** Reports are accessed from the **BRASS** main menu by single clicking on <**BRASS**> to open the **BRASS** pull-down menu. When you have selected <REPORTS> from the **BRASS** Main Menu, the “Report Selection” screen opens.
- Step 2** When the “Report Selection” screen appears, select a report from the list box and the “Report Definition Screen” will appear.

The “Report Definition Screen” provides you the ability to select certain elements for reports and to see those elements that have been predefined. For the C-1/C-2 Financial Summary Record Report, at the Appropriation Unit level you will select the Appropriation Unit Program Code. (ex: 547_BILL, Level 5C). For the same reports at the Program level, you will select a specific Program code. Each agency has been provided a listing of which codes to pick for each required Report.

- Step 3** Select the appropriate code(s) in the “Report Definition Screen”.
- Step 4** Click <OK> to execute the report.

The report may take several minutes to appear. Once the report is displayed in the report window, maximize the window to view it. If a blank report appears, you may have chosen the wrong code(s) on the report definition screen.

REPORTS

Executed BRASS Report from the Budget Preparation Database

2004-06 KENTUCKY BRANCH BUDGET					
Baseline Budget Request: Financial Record					
(All requested columns rounded to nearest \$100)					
OPERATING BUDGET RECORD A-1/A-2			Agency: Executive Office of the Governor		
			Appropriation Unit: Office of State Budget Director		
			Program/Service Unit:		
Governmental Branch: Executive Branch			Sub Program:		
Cabinet/Function: Government Operations			Posting Unit:		
	Actual FY 2001-02	Actual FY 2002-03	Budgeted FY 2003-04	Requested FY 2004-05	Requested FY 2005-06
SOURCE OF FUNDS					
GENERAL FUND					
Regular Appropriation	3,868,300	3,365,000	3,365,000	3,415,000	3,417,000
Continuing Approp.-General Fund	539,764	0	0	0	0
Budget Reduction-General Fund	-688,800	0	0	0	0
Salary Compensation Fund	0	0	18,000	0	0
Other	0	0	0	0	0
TOTAL GENERAL FUND	3,719,264	3,365,000	3,383,000	3,415,000	3,417,000
RESTRICTED FUNDS					
Balance Forward	1,172,121	2,067,596	1,000	0	0
Current Receipts	5,000	10,126	25,000	30,000	30,200
Non-Revenue Receipts	1,314,548	1,490,000	5,000	5,000	5,000
TOTAL RESTRICTED FUNDS	2,491,669	3,567,721	31,000	35,000	35,200
FEDERAL FUNDS					
Current Receipts	0	0	50,000	50,000	50,000
TOTAL FEDERAL FUNDS	0	0	50,000	50,000	50,000
TOTAL FUNDS	6,210,933	6,932,721	3,464,000	3,500,000	3,502,200
EXPENDITURES BY CLASS					
Personnel Costs	3,371,103	2,998,379	2,614,700	2,663,000	2,661,000
Operating Expenses	699,174	602,648	700,800	720,000	722,000
Grants, Loans, Benefits	0	1,689	50,000	50,000	50,000
Capital Outlay	0	0	98,500	30,000	30,000
TOTAL EXPENDITURES BY CLASS	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000
EXPENDITURES BY FUND SOURCE					
General Fund	3,646,203	3,334,971	3,383,000	3,383,000	3,383,000
Restricted Funds	424,073	267,745	31,000	30,000	30,000
Federal Funds	0	0	50,000	50,000	50,000
TOTAL EXPENDITURES BY FUND	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000
Total General Fund Expenditures	3,646,203	3,334,971	3,383,000	3,383,000	3,383,000

Ready

BudTraining

Aug 24 11:03 AM

Printing BRASS Reports

Step 1: The report you want to print must be displayed on your screen. Click on the <File> menu and select <Print>. A dialog box will appear

Step 2: Normally, you can accept the default selections on Margins and Orientation. Click <OK> to print the report.

Step 3: If you don't want to use the default margins, you can change them by clicking in the fields and entering the margins you want. You can also select landscape or portrait orientation for your printed report. Once you have made your selections, click <OK> to print the report.

Step 4: To close the report, click on the "X" button in the upper right corner of the report screen (not the X button that will close **BRASS**), or single click on <FILE> and then single click on <CLOSE>.

Topic 6 – Spreadsheet Views

The purpose of this topic is to introduce you to **Spreadsheet Views**. **BRASS** is built around the concept of flexible spreadsheets, consisting of lines and columns that can be easily viewed by the user. The traditional spreadsheet is a matrix of line and column data. **BRASS Spreadsheet Views** have been designed to be flexible, with the built-in capability of a database engine. You may select specific *PROGRAMS, FUNDS, GRANTS, PROJECTS*, and *ABR's* to examine.

Topic Objectives

After completing this topic, you will be able to:

- Discuss the reasons for using Spreadsheet Views.
- Run Public Spreadsheet Views created for you in **BRASS**.
- Modify the selection settings in Public Spreadsheet Views to extract desired information from the database,
- Zoom down on data Spreadsheet Views (even to the level of the Audit Trail), and
- Print Spreadsheet Views
- Export Spreadsheet Views to an Excel Spreadsheet file

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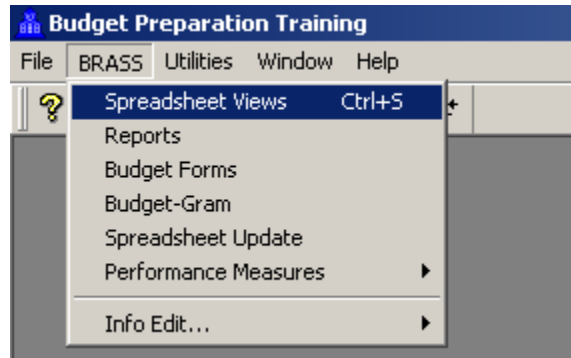
Why you will use Spreadsheet Views for Budget Preparation

Spreadsheet views are a way to look at a report of data in **BRASS**. Each spreadsheet view contains lines, which are objects of expenditure, revenue sources, and certain non-dollar lines like FTEs, positions, etc.; and columns that show fiscal years.

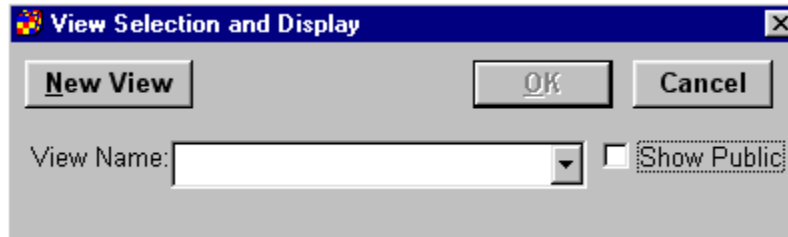
There are many uses for spreadsheet views. The **BRASS** Budget Preparation training will cover a number of the views that will help you enter and review budget request numbers.

- Spreadsheet views are good for reviewing “roll-up” information.
- Spreadsheet views help you to de-bug a problem.
- Spreadsheet views can be used to perform “math checks” (e.g., comparing requested General Fund revenues for a program to expenditures by fund).
- Spreadsheet views can be used to look at historical years’ information while entering information into Baseline Budget Request forms for the current year and two requested years.
- Information from several forms can be combined on one spreadsheet view.

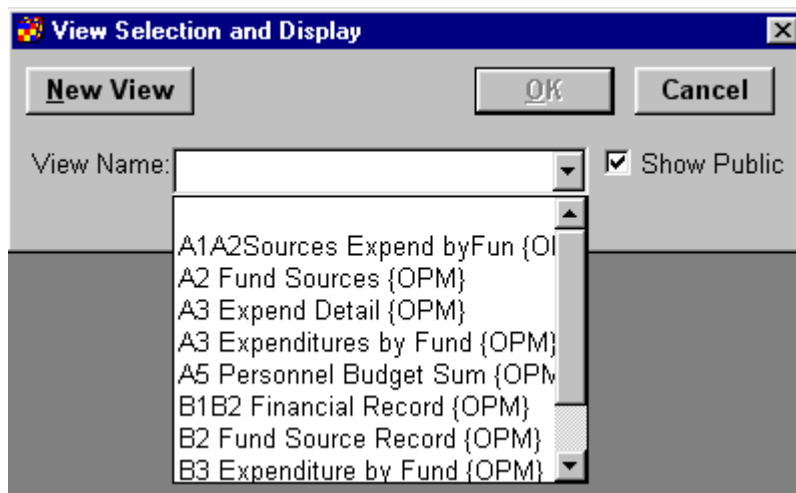
Accessing Spreadsheet Views



View Selection and Display Screen



View Selection Drop-Down Box



Accessing BRASS Spreadsheet Views

Since the data in **BRASS** is stored in a database, you have a great deal of flexibility in selecting the pieces of data you want to view in spreadsheet format. The spreadsheets are referred to as **Views** of the data.

- Step 1** Spreadsheet Views are accessed from the **BRASS** Main Menu by single clicking on <**BRASS**> to open the **BRASS** pull-down menu. When you have selected <SPREADSHEET VIEWS> from the **BRASS** Main Menu, the “View Selection and Display” screen opens.
- Step 2** When the “View Selection and Display” screen appears, click on the <Show Public>, then click ↓ to select a view from the list box.
- Step 3** Select a view from the list box and click <OK>. The “View Selection and Display” screen will appear.

View Selection and Display Screen

View Selection and Display

Edit View OK Cancel

View Name: A1A2 Financial Record (OPM) ☒ Show Public

Program

Table: 01

Program: 765A_BILL

Other

☒ ALL ☐ Grant

☐ Fund ☐ ABR

☐ Project

Sections

☐ None

☒ Program

☐ Fund

☐ Performance

☐ Project

☐ Grant

☐ ABR

Level: 6

Type: Consoli

ID	Name
765A_BILL	5 C Office of State Budget Director
765ABILL	6 N Office of State Budget Director
765BAA_PG	6 C Budget & Policy Analysis
765BAAMP	7 N Budget & Policy Analysis
765BAA	7 N Budget & Policy Analysis
765BAAD	7 N GOPM-Budget & Policy Analy

- Step 4** To select the Program for your view, click on *PROGRAM* field and a ↓ or list box will appear similar to the one shown. The list will include only those programs to which you have security access. Type in, or scroll and select, the Program code you want. You will often want to select the Consolidated codes at the Appropriation unit level (example: 190_BILL level 5C)
- Step 5** When you select a Consolidated Program code in the *PROGRAM* field, go to the *SECTIONS* field. Now, you can choose which levels under the Program code selected in the *PROGRAM* field you want displayed. Click the radio button for *PROGRAM*. Then, click in the *LEVEL* field and select <6> if you selected level 5C in the *PROGRAM* field above. Next, click in the *TYPE* field and choose <C> for Consolidating, <N> for Non-consolidating, or <BOTH> that gives you all data under the 5C.
- Step 6** The *OTHER* field allows you to further define the data you want to display in the Spreadsheet View. If you want to show only one particular Fund, then click on the radio button next to Fund. A blank field will appear with FUND next to it. Click in the blank field and select a Fund. If you want All Funds, then select the radio button next to ALL.
- Step 7** Click <OK> to run the Spreadsheet View that you have defined.

Executed Spreadsheet View

Budget Preparation Training

File BRASS Utilities Window Help

A1A2 Financial Record {OPM} - {765A_BILL, Office of State Budget Director}

Zoom

Object	Line Name	Adjusted Actual FY 2001-02	Adjusted Actual FY 2002-03	Base Line Final Requested FY 2003-04	Base Line Final Requested FY 2004-05	Base Line Final Requested FY 2005-06
765A_BIL	Office of State Budget Director					
REGAPP	Regular Appropriation	3,868,300	3,365,000	3,365,000	3,415,000	3,417,000
CONGEN	Continuing Approp.-General Fund	539,764				
REDGF	Budget Reduction-General Fund	(688,800)				
SALCOMP	Salary Compensation Fund			18,000		
OTHER	Other					
BALFOR	Balance Forward	1,172,121	2,067,596	1,000		
CURREC	Current Receipts	5,000	10,126	75,000	80,000	80,200
NONREV	Non-Revenue Receipts	1,314,548	1,490,000	5,000	5,000	5,000
TOTFUND	Total Funds	6,210,933	6,932,721	3,464,000	3,500,000	3,502,200
PERS_S	Total Personnel Costs	3,371,103	2,998,379	2,614,700	2,663,000	2,661,000
OPER_S	Total Operating Expenses	699,174	602,648	700,800	720,000	722,000
GRTBEN_S	Total Grants Loans Benefits		1,689	50,000	50,000	50,000
CAP_S	Total Capital Outlay			98,500	30,000	30,000
TOTOPERB	Total Expenditures	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000
TLEXBYFD	TOTAL EXPENDITURES BY FUND	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000

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Step 8 To include all Programs, Funds, Grant, Projects, ABRs, a single click on “ALL” in the “**Other**” **section** of the screen. By selecting “ALL” you are selecting all Program, Fund, Grant, Projects, and ABR data.

If you choose to include only part of your Program, Fund, Project, ABR or Grant, choose which attribute you will use for selection and click the radio button next to that attribute. A selection box for that attribute, based on its Consolidation Table, will be displayed at the bottom of the “Other” section of the window, as in the case of Fund illustrated above.

Sections provide spreadsheet views with Tabs or subsets, which are a way of organizing the total data displayed into ‘cuts’ or ‘slices’ by Program, Fund, Projects, ABR, or Grant. Tabs are a way of presenting, for example, all the programs within a department. These tabs allow you to easily switch among interrelated sets of data. To use this feature, click the radio button in the Section box to choose the kind of Sections or Tabs that you want.

View Selection and Display Screen

View Selection and Display

Edit View OK Cancel

View Name: A1A2 Financial Record {OPM} ☒ Show Public

Program

Table: 01

Program: 765A_BILL

Other

☒ ALL ☐ Grant

☐ Fund ☐ ABR

☐ Project

Sections

☒ None

☐ Program

☐ Fund

☐ Performance

☐ Project

☐ Grant

☐ ABR

Performance

☒ All ☐ Select

***Notice that in this case the user has selected 'None', meaning that the data for the program specified by the user will not be displayed in sections.**

View Selection and Display

Edit View OK Cancel

View Name: A1A2 Financial Record {OPM} ☒ Show Public

Program

Table: 01

Program: 765A_BILL

Other

☒ ALL ☐ Grant

☐ Fund ☐ ABR

☐ Project

Sections

☒ None

☐ Program

☐ Fund

☐ Performance

☐ Project

☐ Grant

☐ ABR

ID	Name
765A_BILL	5 C Office of State Budget Director
765ABILL	6 N Office of State Budget Director
765BAA_PG	6 C Budget & Policy Analysis
765BAAMP	7 N Budget & Policy Analysis
765BAA	7 N Budget & Policy Analysis
765BAA0	7 N GOPM-Budget & Policy Analy

Sections

Let's go back through the options offered in the View Selection and Display screen under the Sections area. The following options are available:

None: The system will not create any tabs. You will get data for only the selected Program.

Program and Fund tabs (these are the two you will use most of the time): The system will tab by the selected Program or Fund. When any of these options are selected, two additional list boxes will appear below the Sections part of the screen as illustrated for Program Tabs.

The Level list box indicates the desired level of tabs to be displayed in the view. This should relate to and be at least 1 level below the level selected in the Program field above.

The Type list box indicates the type of Program to include as sections or tabs in this view. You can select consolidating, non-consolidating or both to be displayed.

Tip: If you select a level 5C in the Program field, then you will want to select the "Program" radio button, then below that select "6" in the Level field and "C" in the Type field. If you select a level 6C in the Program field, then you will want to Section the Program by level 7N (if you have no Subprograms).

Executed Spreadsheet View

Budget Preparation Training File BRASS Utilities Window Help

A1A2 Financial Record {OPM} {765A_BILL, Office of State Budget Director}

Zoom

Object	Line Name	Adjusted Actual FY 2001-02	Adjusted Actual FY 2002-03	Base Line Final Requested FY 2003-04	Base Line Final Requested FY 2004-05	Base Line Final Requested FY 2005-06
765A_BIL	Office of State Budget Director					
REGAPP	Regular Appropriation	3,868,300	3,365,000	3,365,000	3,415,000	3,417,000
CONGEN	Continuing Approp.-General Fund	539,764				
REDGF	Budget Reduction-General Fund	(688,800)				
SALCOMP	Salary Compensation Fund			18,000		
OTHER	Other					
BALFOR	Balance Forward	1,172,121	2,067,596	1,000		
CURREC	Current Receipts	5,000	10,126	75,000	80,000	80,200
NONREV	Non-Revenue Receipts	1,314,548	1,490,000	5,000	5,000	5,000
TOTFUND	Total Funds	6,210,933	6,932,721	3,464,000	3,500,000	3,502,200
PERS_S	Total Personnel Costs	3,371,103	2,998,379	2,614,700	2,663,000	2,661,000
OPER_S	Total Operating Expenses	699,174	602,648	700,800	720,000	722,000
GRTBEN_S	Total Grants Loans Benefits		1,689	50,000	50,000	50,000
CAP_S	Total Capital Outlay			98,500	30,000	30,000
TOTOPERB	Total Expenditures	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000
TLEXBYFD	TOTAL EXPENDITURES BY FUND	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000

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You will be shown a spreadsheet view without Chart of Accounts section tabs and then some examples of the different ways in which a user can section the data included in the view.

Once you have chosen the Program and Fund/Grant/Projects/Additional Budget Request parameters for your view, single click on <OK> to execute the view. While the view is executing, the system will provide you with status updates in the lower left-hand corner of the screen along with a progress bar in the lower right-hand corner of the screen.

Once the view is executed, a spreadsheet will appear. The Spreadsheet View is easiest to use if you initially move the mouse to the lower scroll bar between the two scroll arrows $\Rightarrow \Leftarrow$. The mouse will change shape to \leftrightarrow . Hold down the left mouse button and drag the column all the way to the left. The width of Spreadsheet columns may be adjusted by moving the mouse to the top right hand edge of any column. The mouse shape will change to \leftrightarrow by clicking and holding the left mouse button. You can drag the column width wider or narrower. When the column is the correct width, release the mouse button.

Selecting a cell to Zoom/Audit

A1A2 Financial Record {OPM} {765A_BILL, Office of State Budget Director}						
Zoom						
Object	Line Name	Adjusted Actual FY 2001-02	Adjusted Actual FY 2002-03	Base Line Final Requested FY 2003-04	Base Line Final Requested FY 2004-05	Base Line Final Requested FY 2005-06
765A_BIL	Office of State Budget Director					
REGAPP	Regular Appropriation	3,868,300	3,365,000	3,365,000	3,415,000	3,417,000
CONGEN	Continuing Approp.-General Fund	539,764				
REDGF	Budget Reduction-General Fund	(688,800)				
SALCOMP	Salary Compensation Fund			18,000		
OTHER	Other					
BALFOR	Balance Forward	1,172,121	2,067,596	1,000		
CURREC	Current Receipts	5,000	10,126	75,000	80,000	80,200
NONREV	Non-Revenue Receipts	1,314,548	1,490,000	5,000	5,000	5,000
TOTFUND	Total Funds	6,210,933	6,932,721	3,464,000	3,500,000	3,502,200
PERS_S	Total Personnel Costs	3,371,103	2,998,379	2,614,700	2,663,000	2,661,000
OPER_S	Total Operating Expenses	699,174	602,648	700,800	720,000	722,000
GRTBEN_S	Total Grants Loans Benefits		1,689	50,000	50,000	50,000
CAP_S	Total Capital Outlay			98,500	30,000	30,000
TOTOPERB	Total Expenditures	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000
TLEXBYFD	TOTAL EXPENDITURES BY FUND	4,070,276	3,602,716	3,464,000	3,463,000	3,463,000

Zoom Report

A1A2 Financial Record {Zoom}							
Zoom							
Commonwealth Of Kentucky A1A2 Financial Record {Zoom} For Object REGAPP, Column P2ACGPTL00							
8/22/2003 Form: d_ss_gview_detail							
Program	Fund	Performance	Project	Grant	ABR	Column	Data
765BAB	0100	0	0	0	0	P2ACAG	10,000.00
765BAB							10,000.00
765BAA	0100	0	0	0	0	P2ACAG	(10,000.00)
765BAA							(10,000.00)
765BAB	0100	0	0	0	0	P2ACAG	268,000.00
765BAB							268,000.00
765BAA	0100	0	0	0	0	P2ACAG	3,600,300.00
765BAA							3,600,300.00
							3,868,300.00

Zooming Down on Data in a Spreadsheet View

The Zoom Button on a view allows you to drill down to the underlying data in the database as well as into the audit trail of the budget form entries that created the data. When you double click on a cell in a Spreadsheet View and then click on the Zoom button, a Zoom report will be produced. If the cell being pointed to refers to a summary object or column, you will be prompted to decide if the summary object and/or column is to be displayed or if they should be rolled to their lowest level posting items. If you select a line from the Zoom report by clicking on it and then click on the Zoom button again, a report will be generated which displays the audit trail details of the single cell from the database. The displayed columns are the form name, the description of the serial number affecting the cell, the stage, the delta amount, the user, timestamp and justification for the change. The report is sorted in ascending timestamp order to show the historical progression of changes.

We will now go through the process and steps of zooming down on data in a spreadsheet view.

- Step 1** After you have executed a Spreadsheet View, select a cell by clicking on it.
- Step 2** Click on the <ZOOM> button located in the upper left-hand corner of the Spreadsheet View. A Zoom report will appear showing you what entries make up the total number.
- Step 3** If you click on the <ZOOM> button again, an Audit Trail report will be generated. This report provides the details of date, time, and who made each entry.

The audit trail is useful to track changes in your numbers as you revise and refine your budget requests, especially if you have more than one user working on the same budget request. In addition, you can note *why* you changed a number for your future reference.

Once a view is displayed on the screen and modified if needed, it can be printed to any printer currently defined through your Microsoft Windows Control Panel. In order to print the view currently on the screen, select **Print** from the **File** menu and follow standard printing instructions.

Exporting a Spreadsheet View into an Excel Spreadsheet file

Once a spreadsheet view is open, it can be fully exported to an Excel Spreadsheet file. It also can be exported to an Access database file. The process for exporting a spreadsheet view to an Excel Spreadsheet file is as follows:

- Step 1** After you have executed a Spreadsheet View, select from the main menu in the upper left-hand corner, <FILE> , <FILE EXPORT>.
- Step 2** A Windows directory screen will appear. Select the drive/folder, etc. where you want to save the Excel file.
- Step 3** Name the Spreadsheet View export and change the file type to Microsoft Excel 5 with headers from the drop down selections.
- Step 4** Launch Excel and open the file.
- Step 5** The Excel file includes some BRASS database information that you may want to delete. None of the formulas from the BRASS Spreadsheet View were transferred to the Excel file, so be careful to insert spreadsheet formula commands where needed.

Topic 7 Forms and Reports

The purpose of this topic is to provide you with information on how to use Forms and Reports together in preparing your agency budget request.

Topic Objectives

After completing this topic, you will be able to:

- Understand how to have a Budget Form and a Report open at the same time,
- Discuss how working with a Form and a Report together is useful,
- Understand how a change in a Form is reflected in a Report, and
- Discuss how you can work with Budget Forms and Reports together.

Form and Report

Budget Preparation Training

File BRASS Utilities Window Help

A2/A3-Sources&Expend by Fund: 9 - Policy and Budget Analysis

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05	FY 05-06
1765BAAMPG		0100	REGAPP	3,365,000	3,383,000	3,383,000

A1-A2 Financial Record Report

Zoom: 100 Rulers PgUp PgDn

2004-06 KENTUCKY BRANCH BUDGET
Baseline Budget Request: Financial Record
 (All requested columns rounded to nearest \$100)

OPERATING BUDGET RECORD A-1/A-2

Agency: Executive Office of the Governor
 Appropriation Unit: Office of State Budget Director
 Program/Service Unit:
 Sub Program:
 Posting Unit:

Governmental Branch: Executive Branch
 Cabinet/Function: Government Operations

	Actual FY 2001-02	Actual FY 2002-03	Budgeted FY 2003-04	Requested FY 2004-05	Requested FY 2005-06
SOURCE OF FUNDS					
GENERAL FUND					
Regular Appropriation	3,868,300	3,365,000	3,365,000	3,415,000	3,417,000
Continuing Approp.-General Fund	539,764	0	0	0	0
Budget Reduction-General Fund	-688,800	0	0	0	0
Salary Compensation Fund	0	0	18,000	0	0
Other	0	0	0	0	0
TOTAL GENERAL FUND	3,719,264	3,365,000	3,383,000	3,415,000	3,417,000
RESTRICTED FUNDS					
Balance Forward	1,172,121	2,067,596	1,000	0	0
Current Receipts	5,000	10,126	25,000	30,000	30,200
Non-Revenue Receipts	1,314,548	1,490,000	5,000	5,000	5,000
TOTAL RESTRICTED FUNDS	2,491,669	3,567,721	31,000	35,000	35,200
FEDERAL FUNDS					

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Having a Form and a Report Open at the Same Time

Before we walk through some examples of using a Form and a Report together, we need to review how a **BRASS** user gets them open at the same time.

Walkthrough

Step 1 Open a Budget Form

We have walked through these steps many times.

Step 2 Open a Report

BRASS→Reports

Select the “**Expenditure Detail: Report A3**” report.

Select the appropriate Program Code (typically a Consolidated code, such as 547AA0_PG).

Click “OK”

That Report opens. The Report will open up as a partial window and overlap the **BRASS** form that was already opened.

Step 3 Some Navigation Tips

With both the form and the report opened on your screen, you may use standard Windows functions to tile them, minimize them, maximize them, and click and drop them. You will need to do this when you need to view the two windows together or view particular parts of the two windows together. The scroll bars at the bottom of each window can be very helpful when the PC monitor screen can't show you all of both windows.

How Working with a Form and A Report Together is Useful

BRASS Reports allow a user to look at the data in **BRASS** at selected consolidation levels. The data in **BRASS** that comes from interfaces (historical data) and the data that is entered through budget forms can be viewed in using Reports. Data that is entered into two separate budget forms can be viewed together in a Report.

There are particular times in the budget request process where a Report can assist a user when entering information into a budget form. The most common usage of working in views and forms together is due to:

- The Baseline budget forms have only the base year and the two requested years and do not have the historical years on the forms.
- Reports are good for reviewing “roll-up” information; therefore, Reports can be used to combine historical data at lower accounting levels for a budget request program and compare them to request information you entered in **BRASS**.

Specific Uses in the Budget Request Process

Before we walk through an example of using a form and a report together, we will discuss some of the more probable situations where you may use a form and a view together.

1 Looking at Historical Data while working on Baseline Budget Request forms

Since the Operating budget historical data for fiscal years 2001-02 and 2002-03 was transferred into **BRASS**, Reports is the main way of looking at that data. The historical data in **BRASS** is located in the **BRASS** tables at their transaction level Program code. Expenditures are at the PBU code, receipts and cash balances are at the cash control code, and allotments are at the allotment code, as they are in the ADVANTAGE Financial System. It may be helpful to have a Report open when you are working on the following **BRASS** budget forms:

BUDGET FORM	REPORT
A2/A3 Sources & Expenditures by Fund	A2/A3 Sources & Expenditures by Fund
A3 Expenditure Detail Record	A3 Expenditure Detail Record

Report and Form Side-by-Side

Budget Preparation Training

File BRASS Utilities Window Help

A1-A2 Financial Record Report Zoom: 100 Rulers PgUp PgDn

2004-06 KENTUCKY BRANCH
Baseline Budget Request: Fin
(All requested columns rounded)

OPERATING BUDGET RECORD A-1/A-2

Appropriatic
Program/Service
Sub Pro
Postir

Governmental Branch: Executive Branch
Cabinet/Function: Government Operations

	Actual FY 2001-02	Actual FY 2002-03
SOURCE OF FUNDS		
GENERAL FUND		
Regular Appropriation	3,868,300	3,365,000
Continuing Approp.-General Fund	539,764	0
Budget Reduction-General Fund	-688,800	0
Salary Compensation Fund	0	0
Other	0	0
TOTAL GENERAL FUND	3,719,264	3,365,000
RESTRICTED FUNDS		
Balance Forward	1,172,121	2,067,596
Current Receipts	5,000	10,126
Non-Revenue Receipts	1,314,548	1,490,000
TOTAL RESTRICTED FUNDS	2,491,669	3,567,721
FEDERAL FUNDS		
Current Receipts	0	0
TOTAL FEDERAL FUNDS	0	0
TOTAL FUNDS	6,210,933	6,932,721
EXPENDITURES BY CLASS		
Personnel Costs	3,371,103	2,998,379
Operating Expenses	699,174	602,648
Grants, Loans, Benefits	0	1,689
Capital Outlay	0	0
TOTAL EXPENDITURES BY CLASS	4,070,276	3,602,716
EXPENDITURES BY FUND SOURCE		
General Fund	3,646,203	3,334,971
Restricted Funds	424,073	267,745
Federal Funds	0	0

A2/A3 Sources&Expend by Fund: 9 - Policy and Budget Analysis

Insert Delete Move Audit Net Cost Apply Save

General

Seq	Program	Fund	Object	FY 03-04	FY 04-05
1	765BAAMPG	0100	REGAPP	3,365,000	3,383,000
2	765BAAMPG	0100	EXPBYFL	3,383,000	3,383,000
3	765BAAMPG	0100	SALCOM	18,000	
4	765BAAMPG	1200	EXPBYFL	50,000	50,000
5	765BAAMPG	1200	CURREC	50,000	50,000
6	765BAAMPG	1300	EXPBYFL	31,000	30,000
7	765BAAMPG	1300	BALFOR	1,000	
8	765BAAMPG	1300	CURREC	25,000	25,000
9	765BAAMPG	1300	NONREV	5,000	5,000
				0	0

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2 Looking at a Consolidation Level in a View While Working at a Non-consolidated Level in a Form

Situations will occur where you are trying to reach a specific target figure for an Appropriation unit and the change must be made at a Program level. You may want to look at some totals at a Program level when entering information at the Subprogram level. You may want to see the effect that a change at the Program level will have at the Cabinet level. Working with a form and a report together may assist you with any combination of these situations.

Sample Math Check Items

Math Check Item	Form	Report
Total Expenditures by Class = Total Expenditures by Fund Source	A3 Expenditure Detail Record (same for B3 form)	A2/A3 Sources & Expenditures by Fund (same for B2/B3 Sources and Expenditures by Fund)
FY 2004-05 and FY 2005-06 Total General Fund = Expenditures by Fund (General Fund)	A2/A3 Sources & Expenditures by Fund (same for B2/B3 form)	A2/A3 Sources & Expenditures by Fund (same for B2/B3 Sources & Expenditures by Fund)

Math Checks

There are components that are entered on one form that are supposed to equal information entered onto the other forms. Using a form and a Report together can assist you in reviewing this information as you are preparing your budget request. In some cases, it may also be helpful to have two forms up at the same time.

Screen Shot Showing the Effects of a Change In a Form on a Report

Budget Preparation Training

File BRASS Utilities Window Help

A3 Expenditure Detail Report

Zoom: 100 Rulers PgUp PgDn

2004-06 KENTUCKY BRANCH
Baseline Budget Request: Expenditure I
(All requested columns rounded)

OPERATING BUDGET RECORD A-3

Appropriation
Program/Service
Sub Program/Service

Governmental Branch: Executive Branch
Cabinet/Function: Government Operations

	Actual FY 2001-02	Actual FY 2002-03
EXPENDITURES BY FUND SOURCE		
General Fund	3,846,203	3,334,971
Restricted Funds	424,073	267,745
Federal Funds	0	0
TOTAL EXPENDITURES BY FUND	4,070,276	3,602,716
Total General Funds	3,846,203	3,334,971

OPERATING BUDGET REPORT A-3
Office of State Budget Director

EXPENDITURE CATEGORY	Actual FY 2001-02	Actual FY 2002-03
Personnel Costs		
E111 Regular Salaries & Wages	2,603,601	2,437,266
Other Salaries & Wages	162,322	36,357
E121 Employer FICA	180,250	170,025
E122 Employer Retirement	163,573	94,845
E123 Health Insurance	126,563	133,730
E124 Life Insurance	992	1,013
Subtotal Salaries & Fringes	3,237,301	2,873,255
E131 Worker's Compensation	542	2,964
Other Personnel Cost (E132-E139)	4,959	10,117
E141 Legal Services	0	0
Other Professional Services Contracts	116,736	102,015
Other (E154, E160-E168)	11,565	10,027
Total Personnel Costs	3,371,103	2,998,379
Operating Expenses		
E210 Utilities & Heating Fuels	37,829	37,887
Rental-State Owned Buildings	99,545	96,929
Other Rentals	36,669	29,294

History A3: Expenditure Detail: 21 - Re-org in FY 02

Insert Delete Move Audit Net Cost Apply Save

General

Seq	Program	Object	FY 01-02	FY 02-03
1	765BAA0	E321	(2,500)	
2	765BAB0	E321	2,500	
			0	0

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How a change in a Form is reflected in a Report

Walkthrough

Now let's walk through an example of using a form and a report together. We will use the A3 Expenditure Detail form and the A3 Expenditure Detail report.

Step 1 Open the History A2/A3 Sources & Expenditures by Fund form

Open the A3 form for the **Appropriation Unit code** that ends in “_BILL”.

Step 2 Open the A3 Expenditure Detail Report

Open A3 Expenditure Detail Report for the **Consolidating Program code** that ends in “_BILL” Roll-up.

Step3 Tile and size the windows so that they are side-by-side

Step4 In the form, enter \$125 into a column for the first line

Step 5 Click Apply

Step 6 Make the Report window the active window by clicking in that window

Step 7 Select File from the Main Menu, then select Refresh

The \$125 figure entered into the form appears in the report after selecting Refresh. There is a shortcut button for the Refresh function.

Step 8 Enter \$10,000 into a column for another line

Step 9 Click Apply and enter a reason for change and Click OK

Step 10 Make the Report window the active window by clicking in that window

Step 11 Select File from the Main Menu, then select Refresh

The \$10,000 figure entered into the form appears in the report after selecting Refresh. There is a shortcut button for the Refresh function.

How you can work with Budget Forms and Spreadsheet Views together

BRASS Spreadsheet Views can also be viewed along with a budget form just as a Report and a form can be viewed together.

The steps for looking at a spreadsheet view with a form are the same as those for looking at a report with a form. Topic VI describes the specific steps for accessing a **BRASS** Spreadsheet View.

Topic 8 –Wrap-up/Review

The purpose of this topic is to provide you with additional information about the 2004-06 biennial budget request process using the MARS Budget System.

Topic Objectives

- Changing or Adding Records to the **BRASS** tables for your agency.
- Security and Passwords for the Budget Preparation database.
- The Budget Request submission process using **BRASS**.
- The Budget Request change process after initial submission.
- How further information on **BRASS** and the budget request process will be communicated, **BRASS**-Grams, and where to go when you have questions.

Process for Changing your Program Table

If you discover that the pre-defined consolidations in the Program table within **BRASS** for your agency are not correct, please contact your GOPM Policy and Budget Analyst right away so that any necessary changes can be made. These changes can only be made by the **BRASS** Administrators and cannot be made by agencies. Each agency's budget request structure was pre-defined, reviewed by the Office of State Budget Director, and entered into **BRASS**. Errors in that process are possible and may require revisions to the tables.

If you want to change the name of a Program table record below the Appropriation unit level, contact your GOPM Policy and Budget Analyst.

Process for Requesting Additional Table Records

In three other **BRASS** tables: Grant, ABR, and Projects there were a number of blank non-consolidating records put in for your use. Should you need additional blank records added to any of these tables, please contact the **BRASS** Administrators in GOPM.

Before making any changes to your Historical Data, please contact your GOPM Policy and Budget Analyst first. If the need to change the historical data can be fixed by changing a **BRASS** table, that option will be used rather than changing the data through the History budget forms.

User ID's in BRASS Budget Preparation Database

Each **BRASS** user must have a User ID. Each agency was asked to provide the names of all users that needed **BRASS** ID's. If you do not have a User ID and need one, please contact your agency's security lead. Topic I of this Manual includes a section that guides users on how to access **BRASS**, and how to enter and change passwords.

Budget Request Submission Process

The 2004-06 Budget Instructions require that two complete sets of the printed record of each agency's budget request must be submitted to the LRC Office for Budget Review, and to GOPM for Executive branch agencies, and to the Chief Justice by budget units of the Judicial Branch.

An agency's budget request in **BRASS** represents the majority of the electronic record of a budget request. There are two critical steps that each agency must take before they submit their budget request in **BRASS**:

1. Every budget form in **BRASS** must be advanced to Stage 3. Agency budget requests will not be considered "submitted" until this step occurs.
2. An agency shall communicate to the LRC and to the Office of State Budget Director a formal statement of biennial budget submission. This communication must include a list of all **BRASS** budget form serial numbers.

Meeting both requirements will be considered as meeting the Budget Instructions requirements.

The Budget Request Change Process after Initial Submission

After an agency has submitted their initial agency budget request, there are times when changes need to be made. Both GOPM and LRC staff review the agency requests for compliance with the Budget Instructions. Agencies also identify the need for changes to a budget request.

Agencies should make NO CHANGES to their budget request after they have advanced all BRASS budget forms to Stage 3 and transmitted a formal statement of budget submission.

If an agency decides that changes need to be made after that, please contact your GOPM Policy and Budget Analyst before making any changes and communicate the reasons. If GOPM or LRC identify changes necessary to a budget request, those changes will be communicated to the agencies. Then, agencies can make changes to budget forms in Stage 3. Once all of the necessary changes have been made, another formal statement of revised submission should be submitted to GOPM and LRC. Based on the receipt of that formal statement of revised submission, those changes will be transferred to LRC.

At the point that GOPM has determined that the agency request is completed and no further changes by the agency are necessary, that agency's **BRASS** budget forms will be advanced to Stage 4. At that point, agencies will no longer have access to their **BRASS** budget forms. Agencies will only be able to view their request's budget form data through Reports and Spreadsheet views.

In addition to budget forms, agencies shall make no changes to the information in any of the **BRASS** Information tables without going through the same process of communicating to GOPM on the need for changes, and agreement that the changes need to be made.

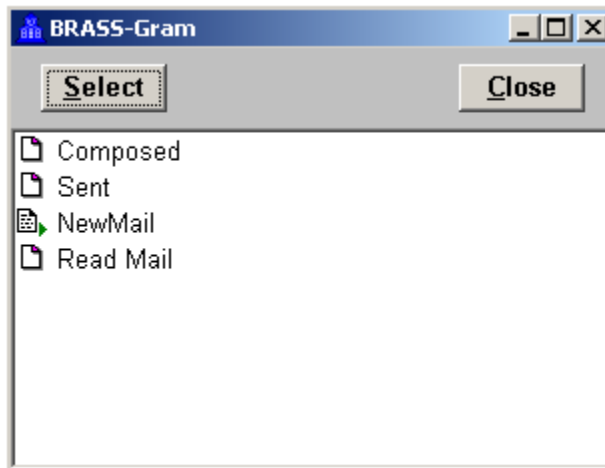
Communication Process

BRASS-Grams

BRASS includes an internal email system that allows you to send electronic “**BRASS-Gram**” messages to other **BRASS** users. GOPM will use **BRASS-Grams** to communicate specific **BRASS** information directly to users. GOPM will also use the **BRASS** Users email group. The Budget-Gram function can be accessed in two ways: 1) From the **BRASS** menu by clicking on Budget-Gram; and 2) From the “Reason for Change” box that appears when saving budget forms after the first time.

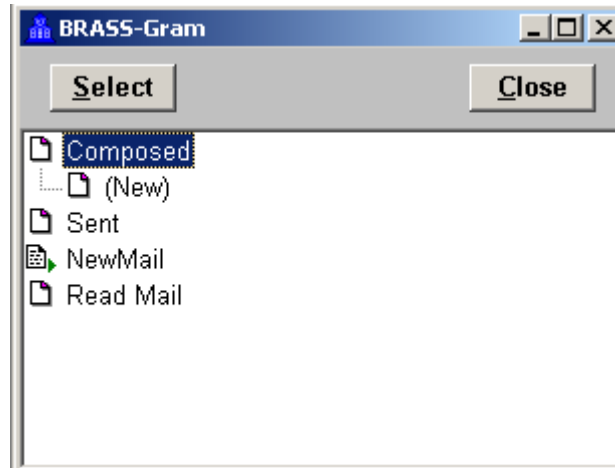
Accessing Budget-Gram from the BRASS Menu

From the main **BRASS** screen, click on **BRASS** → Budget-Gram. The **BRASS-Gram** window will appear. Any folders that contain messages will have lines in them.

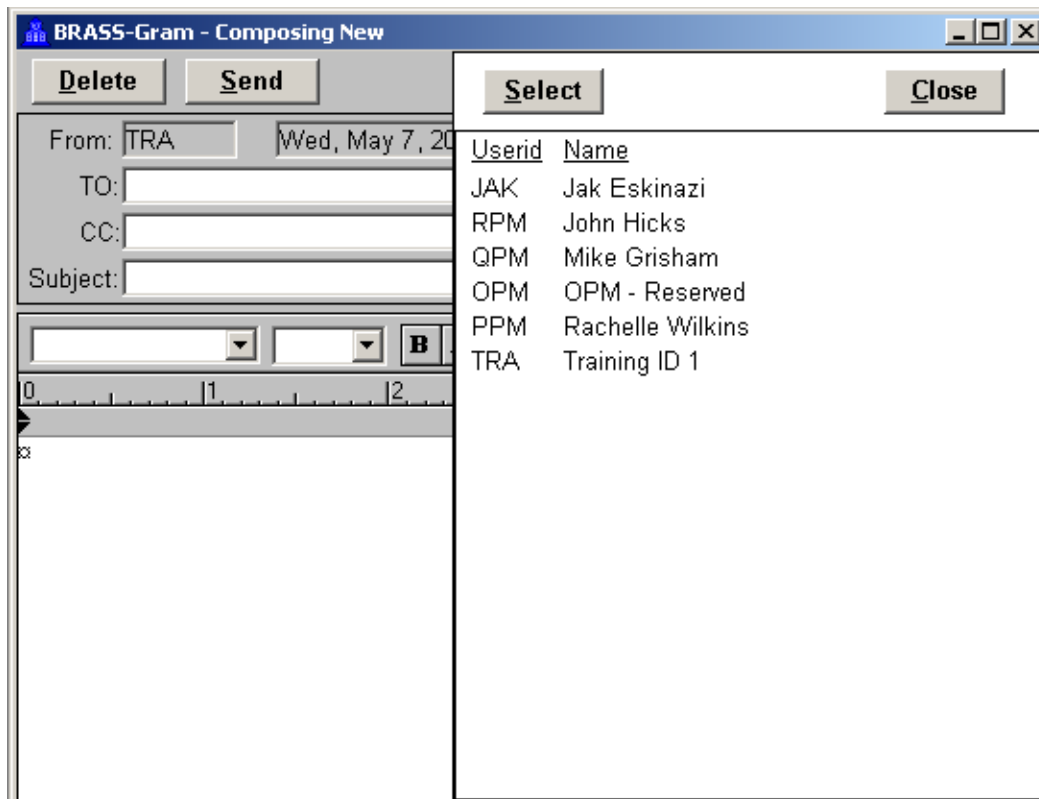


Sending BRASS-Grams from the Main BRASS Desktop

To compose a new **BRASS-Gram**, double click on Composed. Highlight New and double click or single click on Select. The **BRASS-Gram** – Composing New windows will appear.



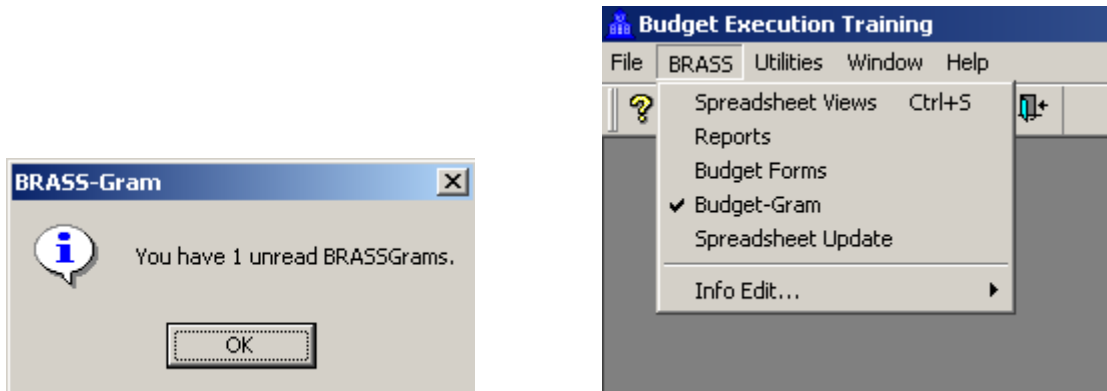
Your Internal User ID will appear in the From field. The Internal User ID is used inside of **BRASS** only and is not one that you will need to remember. Click on the ↓ arrow to the right of the TO or CC fields to open a list of all **BRASS** users. Highlight the user you wish to send or CC the **BRASS**-Gram to and click Select. You can send **BRASS**-Grams to additional users by highlighting their Ids and clicking Select again. When you have finished, click Close to close the window.



After you have composed your **BRASS**-Gram, click Save to save it without sending it, or click Send to send it. If you click Save, the **BRASS**-Gram will be saved by Subject under the composed folder. If you click Send, a copy of the message will be saved under the Sent folder.

Reading BRASS-Grams

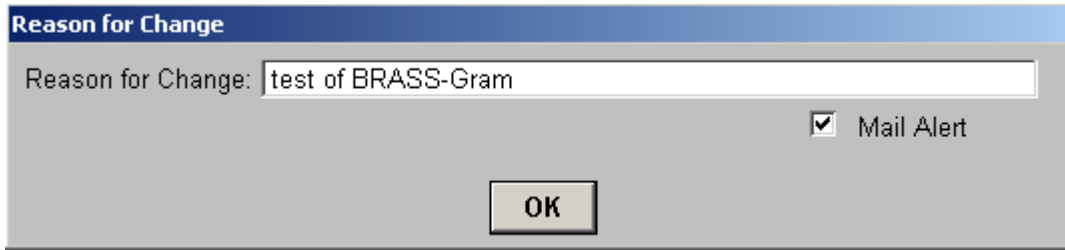
If you have **BRASS**-Grams waiting, you will receive a notification when you sign on to **BRASS**. You will also be informed when you look at the **BRASS** menu structure as the Budget-Gram line will appear with a check mark.



To read your waiting **BRASS**-Grams, Select **BRASS** ➔ Budget Grams. Click on the NewMail folder. Each **BRASS**-Gram that you have received will be shown below. To read a message, highlight it and double-click or click Select. After you have read the message, you can click Save to save the message and move it to the Read Mail folder, or Delete to delete the message permanently.

Accessing Budget-Gram from the Reason for Change Box

Budget-Grams can be used to notify a reviewer in the next Stage that a budget form is ready to review. To access the **BRASS**-Gram feature, click the Mail Alert box on the Reason for Change window and then click OK.



Reason for Change

Reason for Change: test of BRASS-Gram

☒ Mail Alert

OK

This will take you to the Budget-Gram module in **BRASS**. You can complete the Form and Serial Number information and click Send, or save your **BRASS**-Gram as shown above.

Throughout the budget preparation process agencies can expect to receive updated information that is relevant to the budget request process and the use of **BRASS**. A **BRASS** Budget Preparation email group will be established to communicate necessary information. Also, the Office of State Budget Director Internet web page will be a resource for agencies during the budget preparation process. The web page address is:

www.osbd.state.ky.us

If it is warranted, the Office of State Budget Director will provide critical information directly to each agency.

Questions about the Budget Instructions and their interpretation should be directed to the branch budget office for each branch of government. Questions and problems in using the **BRASS** software should be directed to the **BRASS** Administrators in GOPM at (502) 564-7300, or by e-mail by selecting **BRASS** Administrators from the Global Address List.

Topic 9–Cheat Sheets

CHEAT SHEETS

PROGRAM CODES FOR FORMS AND REPORTS

BRASS CHEAT SHEET

FORMS FOR PROGRAMS		Outside of the FORM Selections for Program Level Budget Request		
BRASS Form	Program Field (Example)	ABR Field (Example)	Projects Field (Example)	Grant Field (Example)
A2/A3: Sources & Expends by Fund	7N 799AA0MPG			
A3: Expenditure Detail	7N 799AA0MPG			
A5: Personnel Budget by Fund	7N 799AA0MPG			
A5: Personnel Position Numbers	7N 799AA0MPG			
B2/B3: Sources & Expends by Fund	7N 799AA0MPG	6N 799X01		
B3: Expenditure Detail	7N 799AA0MPG	6N 799X01		
B5: Personnel Budget by Fund	7N 799AA0MPG	6N 799X01		
B5: Personnel Position No.	7N 799AA0MPG	6N 799X01		
E - Restricted Funds Form	Cash Control Acct. code(AL or PBU)			
E - Restricted Receipts Form	Cash Control Acct. code(AL or PBU)			
G - Federal Assistance Form	6N 799BILL			6N 799G01
Capital Request by Fund Source	6N 799BILL		5C 799_BILL	
Capital Request Expenditures	6N 799BILL		5C 799_BILL	
History A2/A3: Sources & Expends by Fund	5C 799_BILL			
History A3 Expenditure Detail	5C 799_BILL			
History E - Restricted Funds Form	Cash Control Acct. code(AL or PBU)			
History E - Restricted Receipts Form	Cash Control Acct. code(AL or PBU)			

PROGRAM CODES FOR FORMS AND REPORTS

BRASS CHEAT SHEET

REPORTS FOR PROGRAMS		Outside of the REPORT Selections for Program Level Budget Request			
BRASS Report	Program Field (Example)	ABR Field (Example)	Projects Field (Example)	Grant Field (Example)	
A1/A2 Financial Record	6C 799AA0_PG				
A3 Expenditure Detail Report	6C 799AA0_PG				
A5 Personnel Budget Summary	6C 799AA0_PG				
B1/B2 Financial Record	6C 799AA0_PG	6N 799X01			
B3 Expenditure Detail Report	6C 799AA0_PG	6N 799X01			
B5 Personnel Budget Summary	6C 799AA0_PG	6N 799X01			
C1/C2 Financial Record	6C 799AA0_PG				
C3 Expenditure Detail Report	6C 799AA0_PG				
C3 Expenditure All Objects	6C 799AA0_PG				
D Restricted Funds Summary Record	5C 799_BILL				
E Restricted Funds Record	Cash Control Acct. code(AL or PBU)				
F Federal Funds Summary Record	5C 799_BILL			5C 799_BILL	
G Federal Assistance Program Record	5C 799_BILL			6N 799G01	
CBR-01 Capital Project Summary Record	5C 799_BILL		5C 799_BILL		
CBR-02 Capital Project Record	5C 799_BILL		6N 7990001		
CBR-03 Capital Equip & Info Tech Record	5C 799_BILL		6N 7990001		
CBR-04 Real Property Lease Record	5C 799_BILL		6N 7990001		

SUBPROGRAM CODES FOR FORMS AND REPORTS

BRASS CHEAT SHEET

FORMS FOR SUBPROGRAMS		Outside of the FORM Selections for Subprogram Level Budget Request		
BRASS Form	Program Field (Example)	ABR Field (Example)	Projects Field (Example)	Grant Field (Example)
A2/A3:Sources & Expends by Fund	8N 799AA0MSP			
A3: Expenditure Detail	8N 799AA0MSP			
A5: Personnel Budget by Fund	8N 799AA0MSP			
A5: Personnel Position Numbers	8N 799AA0MSP			
B2/B3:Sources & Expends by Fund	8N 799AA0MSP	6N 799X01		
B3: Expenditure Detail	8N 799AA0MSP	6N 799X01		
B5: Personnel Budget by Fund	8N 799AA0MSP	6N 799X01		
B5: Personnel Position No.	8N 799AA0MSP	6N 799X01		
E - Restricted Funds Form	Cash Control Acct. code(AL or PBU)			
E - Restricted Receipts Form	Cash Control Acct. code(AL or PBU)			
G - Federal Assistance Form	6N 799BILL			6N 799G01
Capital Request by Fund Source	6N 799BILL		5C 799_BILL	
Capital Request Expenditures	6N 799BILL		5C 799_BILL	
History A2/A3:Sources & Expends by Fund	5C 799_BILL			
History A3 Expenditure Detail	5C 799_BILL			
History E - Restricted Funds Form	Cash Control Acct. code(AL or PBU)			
History E - Restricted Receipts Form	Cash Control Acct. code(AL or PBU)			

SUBPROGRAM CODES FOR FORMS AND REPORTS

BRASS CHEAT SHEET

REPORTS FOR SUBPROGRAMS	Outside of the REPORT Selections for Subprogram Level Budget Request			
BRASS Report	Program Field (Example)	ABR Field (Example)	Projects Field (Example)	Grant Field (Example)
A1/A2 Financial Record	7C 799AA0_SP			
A3 Expenditure Detail Report	7C 799AA0_SP			
A5 Personnel Budget Summary	7C 799AA0_SP			
B1/B2 Financial Record	7C 799AA0_SP	6N 799X01		
B3 Expenditure Detail Report	7C 799AA0_SP	6N 799X01		
B5 Personnel Budget Summary	7C 799AA0_SP	6N 799X01		
C1/C2 Financial Record	7C 799AA0_SP			
C3 Expenditure Detail Report	7C 799AA0_SP			
C3 Expenditure All Objects	7C 799AA0_SP			
D Restricted Funds Summary Record	5C 799_BILL			
E Restricted Funds Record	Cash Control Acct. code(AL or PBU)			
F Federal Funds Summary Record	5C 799_BILL			5C 799_BILL
G Federal Assistance Program Record	5C 799_BILL			6N 799G01
CBR-01 Capital Project Summary Record	5C 799_BILL		5C 799_BILL	
CBR-02 Capital Project Record	5C 799_BILL		6N 7990001	
CBR-03 Capital Equip & Info Tech Record	5C 799_BILL		6N 7990001	
CBR-04 Real Property Lease Record	5C 799_BILL		6N 7990001	